

2000 Occupational Outlook



Labor Market Information Study

A Product of:



Sponsored by:

**Riverside County
Workforce Development Board**

**The State of California
Employment Development Department/
Labor Market Information Division**
www.calmis.ca.gov

and

**The California Occupational
Information Coordinating Committee**
coicc.ca.gov

For more information, contact:

**Riverside County Economic Development Agency
Workforce Development Center**
www.rivcoeda.org

**Lorraine Lara-Barrera
CCOLS Project Coordinator**
llara@rivcoeda.org

1151 Spruce Street
Riverside, CA 92507
1(866) eJOBSNow!
(909) 955-3100



PRINTED ON RECYCLED PAPER



Riverside County Workforce Development Board (WDB)

Jamil Dada, Chairman

Riverside County Economic Development Agency (EDA)

Bradley J. Hudson, Executive Director

Robin Zimpfer, Managing Director

Jerry Craig, Workforce Development Administrator

EDA Labor Market Information Unit

Lorraine Lara-Barrera, Project Coordinator

Anthony Finley, Research Assistant

Estela Malta, Survey Technician

Selina Hennington, Survey Technician

Acknowledgments

State of California
Employment Development Department
Labor Market Information Division (LMID)

John McCraw, Research Analyst

Thomas Flourney, Labor Market Consultant

and all the other LMID staff that provided products and technical assistance.

Employers

The employers who took their valuable time to answer
over 340 occupation surveys.

Contents

Introduction	1
Type of Occupational Information Provided	2
Project Methodology	5
Summary Highlights	6

2000 Alphabetical List of Survey Occupations

Accountants and Auditors	10
Assemblers – Electrical and Electronic Equipment	12
Billing, Cost, and Rate Clerks	14
Bookkeeping and Accounting Clerks	16
Call Center Workers	18
Chemical Technicians and Technologists	20
Child Care Workers	22
Computer Programmers	24
Data Processing Equipment Repairers	26
Financial Managers	28
Home Health Aides	30
Insulation Workers	32
Marketing, Advertising, and Public Relations	34
Medical Secretaries	36
Operating Engineers	38
Paralegal Personnel	40
Pest Controllers and Pest Control Assistants	42
Purchasing Managers	44
Residential Counselors	46
Respiratory Practitioners	48
Storage and Distribution Managers	50
Systems Analyst – Electronic Data Processing	52
Traffic, Shipping, and Receiving Clerks	54
Vocational and Educational Counselors	56

1999 Alphabetical List of Survey Occupations

Automotive Body and Related Repairers	60
Automotive Mechanics	62
Brick Masons	64
Bus and Truck Mechanics and Diesel Engine Specialists	66
Carpenters	68
Combined Food Preparation and Service Workers	70
Computer Engineers	72
Cost Estimators	74
Database Administrators	76
Dietetic Technicians	78
Drywall Installers	80
Hand Packers and Packagers	82
Host, Hostesses – Restaurant, Lounge or Coffee Shop	84

Industrial Production Managers	86
Janitors and Cleaners – Except Maids and Housekeeping Cleaners . . .	88
Laborers, Landscaping and Groundskeeping	90
Lathers	92
Licensed Vocational Nurses	94
Medical Appliance Makers	96
Medical Assistants	98
Medical Records Technicians	100
Packaging and Filling Machine Operators and Tenders	102
Plumbers, Pipefitters and Steamfitters	104
Receptionists and Information Clerks	106
Registered Nurses	108

Assemblers and Fabricators – Except Machine, Electrical, Electronic and Precision	112
Cabinetmakers and Bench Carpenters	114
Construction Managers	116
Counter and Rental Clerks	118
Electrical and Electronic Assemblers	120
Electricians	122
Employment Interviewers – Private or Public Employment Service . .	124
Firefighters	126
Food Preparation Workers	128
Heating, Air Conditioning, and Refrigeration Mechanics and Installers . .	130
Human Service Workers	132
Industrial Truck and Tractor Operations	134
Inspectors, Testers, and Graders – Precision	136
Machinists	138
Maintenance Repairers – General Utility	140
Medical and Clinical Laboratory Assistants	142
Multimedia Specialists	144
Numerical-Control Machine-Tool Operators and Tenders – Metal and Plastic	146
Roofers	148
Social Workers – Medical and Psychiatric	150
Stock Clerks – Stockroom, Warehouse, Storage Yard	152
Teachers and Instructors – Vocational Education and Training	154
Teachers, Preschool	156
Telephone and Cable T.V. Line Installers and Repairs	158
Welfare Eligibility Workers and Interviewers	160

Vocational Training Index	164
Vocational Training Providers	168

Contents

1999

Continued

1998

Alphabetical List of Survey Occupations

Vocational Training Provider Directory

Introduction

The Labor Market Information (LMI) presented in this report was collected through the cooperative effort of the State of California Employment Development Department (EDD) and the Riverside County Workforce Development Board (WDB) as part of the California Cooperative Occupational Information System (CCOIS) program.

The goal in gathering labor market information is to match the labor needs of employers with the skills of job seekers and to provide occupational information to firms who require classification of wage scales and employment trends for economic development purposes. The LMI program helps to accomplish these tasks by providing specific, localized and current information that can be used by local users, including employers, trainers, educators, economic development organizations and job seekers to make more informed training and labor market decisions.

Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand and sources of employment and training.

Program Planning: This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate programs or to plan new programs.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development: Local government agencies and economic development organizations will find information on the labor pool, such as occupation size, expected growth rates and wages, useful in determining the potential for business growth and development in Riverside County.

Training Providers: Training providers can effectively market their programs by informing students, employers, and others that the opportunities for job placement are greater because their training programs are developed using reliable local occupational data.

Human Resources Management: Small business owners and large corporate human resources directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a reference with which to base these and other decisions. Each program year, the Workforce Development Board selects 25 occupations meeting criteria defined jointly by EDD and WDB. The WDB works with EDD to gather information on occupations, analyze and disseminate results. The 2000 report also contains occupations surveyed in 1999 and 1998.

The continuing nature of the program enables Riverside County to acquire current, detailed and accurate data on a large number of occupations, particularly for local needs. The coordination of the program at the state level facilitates the integration of this data for statewide use. In addition, the information provided by the CCOIS program meets requirements of federal and state legislation, including:

The Workforce Investment Act of 1998 (WIA),
Job Training Partnership Act (JTPA),
Greater Avenues for Independence (GAIN),
California's Family Economic Security Act (FESA),
California Education Code (ROC/P and Community Colleges),
Wagner-Peyser Act,
Carl D. Perkins Vocational Education Act (V-EA),
Family Support Act
Welfare to Work Act of 1997 (CalWORKs)

Type of Occupational Information Provided

All of the occupational summaries contain data, which are categorized under key terms. These key terms are defined below and differences between survey years are noted.

Occupational Title and Job Description

The occupational titles and definitions are taken directly from the Occupational Employment Statistics (OES) dictionary published by the Bureau of Labor Statistics, May 1992. The job duties and requirements in the OES occupations are broader and more general than those occupations contained in the Dictionary of Occupational Titles (DOT). Occupational summaries list all the DOT codes that are included in the broader OES job title. The CCOIS program prefers to study OES occupations because it is easier to gather valid and reliable data using broader defined job duties. However, this report contains some non-OES occupations, which have a narrowly defined job description. These non-OES occupations used a nine-digit code number compared to the normal six digits for OES. Non-OES occupation description may vary slightly from DOT definitions and prior publications.

Wages

Wages are reported in per hour range and median. A California minimum wage increase on March 1, 1997, increased the minimum wage to \$5.00. Another federal wage increase on September 1, 1997, increased the minimum wage to \$5.15 per hour. Then on March 1, 1998, California increased the minimum wage again to \$5.75 per hour. Wages collected for the 1997 occupations reflect a minimum wage of \$5.00 per hour. Those for 1998 and 1999 occupations reflect a minimum wage of \$5.75 per hour. The 2000 occupations include at least one but sometimes two wage sections. One wage section will occur when the percent of union employment is either greater than 80% or less than 20%. Two wage sections occur when the percentage of union employment is from 20% to 80%, and there is no violation of confidentiality. The wages in this report are not intended to represent prevailing wages. The 2000 occupational summaries do not include extreme wages. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience:

Entry Level/No Experience:	Person trained or otherwise qualified but with no paid experience in the occupation.
Experienced/New to Firm:	Experienced person, or person at the journey level (if applicable) but just starting with the firm.
3+ Years with Firm, Experienced:	Person at the journey level (if applicable) or at least three years of experience with the employer in the occupation.

Wage reports for the 3+ Years with Firm, Experienced category frequently vary more widely than for the Entry and Experienced, New to Firm categories, reflecting the substantially wider range in years of experience of employees in this category (3—20 years or more), while employees in the other categories have no experience in the firm.

Benefits

Benefits information in the summaries include: medical insurance, dental insurance, vision insurance, paid sick leave, paid vacation, retirement, child care, and other. The 2000 survey questionnaire asks whether the employer pays for all of the costs of each benefit, if the employee shares some or all of the costs, or if no benefits are provided at all. The benefits information for each occupation are only from those employers responding to each benefit question; therefore, percentages for full-time or part-time categories may not total 100%.

Work Patterns

This section shows the percentage of employees that work full-time, part-time, temporary/on-call, or seasonal and the average number of hours worked per week. The 2000 survey questionnaire asks what shifts are available and the percentage of employers that offer that work shift. Some employees work less than 40 hours per week and are considered full-time workers by their employers.

Occupational Size

Occupational Size refers to the estimated number of persons employed in that occupation in the county. The 2000 occupational summaries show the size of the occupation in the narrative form, and the 1999 and 1998 summaries show the size in a range. The following terms are used to characterize occupational size.

Small:	Less than 643 employed, less than .15 percent of total employment
Medium:	643 and up to but not including 1,287 employed, .15 and up to but not including .30 percent of total employment
Large:	1,287 and up to but not including 2,301 employed, .30 and up to but not including .65 percent of total employment
Very Large:	2,301 and above employed, .65 percent or more of total employment

Employment Trends

The 2000 and 1999 summaries show the EDD projected growth rate for each occupation as a percentage and narrative form. The 1998 summaries show the growth rate in narrative form. All summary years show expectations for the next two years as reported by surveyed employers. The 1999 and 1998 surveys asked employers to estimate employment levels for the next three years.

Much Faster than Average:	1.50 times average or more
Faster than Average:	1.10 to but not including 1.50 times average
Average:	.9 to but not including 1.10 times average
Slower than Average:	.1 to but not including .9 times average

Supply/Demand Assessments

Supply/Demand refers to the relative difficulty the employers surveyed believe they would experience in hiring both inexperienced and experienced and qualified workers who meet their hiring standards. From the job seekers' perspective, it also refers to the relative level of opportunity (competitiveness) for the applicant who is or would like to become part of this job market.

The following terms were used in the 2000 and 1999 occupations:

Very Difficult:	Employer demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their job search.
Moderately Difficult:	Employer demand is somewhat greater than the supply of experienced and qualified applicants. Employers may have some difficulty finding experienced and qualified applicants at times, and applicants may find little competition in their job search.
Not Difficult:	Supply of qualified applicants is considerably greater than the demand, creating a very competitive job market for applicants.

The following terms were used in assessing employer hiring and employee outlook in 1998. A matrix chart was used using percentage to represent results:

Very Difficult:	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. However, good opportunities exist for those applicants who are qualified.
Somewhat Difficult:	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
A Little Difficult:	Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.
Not Difficult:	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicant.

Education Requirement

The 2000 occupational summaries show what minimum levels of education employers require their applicants to have in the occupation. The 1999 and 1998 summaries show what level of formal education most recently hired employees in the occupation attained. Results are shown as percentage of employers who answered in the following education categories (education categories used all survey years unless indicated):

Less than High School Diploma

High School Diploma or Equivalent

Some College, but no Degree (2000 summaries only)

Associate Degree (2 year)

Bachelor Degree (4 year)

Graduate Study

Training and Related Work Experience Required or Accepted

The 2000 occupational summaries show the percentage of employers who answered Required, Not Required, or Not Required-but Preferred to whether experience in the occupation is required. If experience is required or preferred, the month's experience is shown. The 2000 summaries may also include acceptable experience in other occupations. The 1999 and 1998 summaries show the percentage of employers who answered Never, Sometimes, Usually, Always to whether experience in the occupation is required. The 1999 and 1998 summaries also show what job title and number of months experience the employer will accept.

Computer Software Skills

The job qualifications and work skills information in this section should be interpreted with care. In many cases, the skills listed represent relatively broad "skill areas," -e.g., the "ability to use a computer terminal." In such cases, the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry." However, the user interested in identifying the specific skills and qualifications needed for job entry should find these results useful in narrowing the focus of further inquiry.

Recruitment

This section contains the top three most successful recruitment methods used by surveyed employers for recruiting personnel to an occupation. The 2000 survey questionnaire asks employers for the top three most successful recruitment methods instead of which methods are primarily used. The 1999 and 1998 summaries show employers responses for all recruitment methods.

Project Methodology

Occupational Forecasts

LMID developed Occupational Forecast Tables specifically for Riverside County. The tables show estimated employment by occupation for the base year 1997 and the forecasted year of 2004. These forecasts include separations and occupational distribution by industry.

Occupational Selection Criteria

A preliminary list of occupations is developed. This list is reviewed by representatives of community-based vocational training programs, educational institutions, organized labor, economic development organizations and the Riverside County Economic Development Agency. Based upon the input of these organizations, some occupations were eliminated, and others are added.

Riverside County EDA applied the following criteria to narrow the list of possible occupations for the survey of 25:

The occupation should have a substantial employment base in the county;

There should be a substantial number of projected job openings in the county;

The occupation should appear to have substantial potential for earning capacity;

The training time required for the occupation should be two years or less, allowing for some exceptions based on the strength of the other criteria;

If there are fluctuations in the labor market, or if an emerging technology is believed to be impacting skill requirements, an occupation could be included.

After the list of 25 occupations was finalized, each occupation was clearly defined and the appropriate OES/DOT titles and codes were assigned.

Survey Sample Selection

After the occupations are selected, defined, and the appropriate OES/DOT titles assigned, LMID developed a confidential employer sample for each occupation. One consideration in drawing up the employer sample is the pattern of distribution of industries in which the occupation could be found. The Standard Industrial Classification manual classifies industries. There are 97 major industry groups in nine industry divisions: Agriculture (01-09), forestry and fishing; Mining (10-14); Construction (15-17); Manufacturing (20-30); Transportation, communications, electric, gas, and sanitary services (40-49); Wholesale trade (50-51); Retail trade (52-59); Finance, insurance and real estate (60-67); Services (70-89); and Public administration (91-97).

LMID staff, using their vast employer database and knowledge of occupational staffing patterns within industries, creates a representative sample of employers for each of the occupations. For example, the staffing pattern for a medical assistant can be found in Health Services, Major Group 80, so the employer sample for this occupation would consist mainly of employers in that group. Thus, occupations whose industry staffing patterns are broad, such as word processor, will have an employer sample consisting of employers in many industries.

This industrial distribution is considered for each occupation when establishing the sample of employers that would be contacted for participation in the completion of the questionnaire. For example, if 20% of Riverside County workers in an occupation were found in a specific industry, then 20% of the sample is drawn from that industry.

The sample is carefully reviewed, and employers are called to verify company name and address, confirm the existence of the occupation at the company and obtain the name of a contact person.

Questionnaire Development/Survey Procedures

EDD develops a standard, 2 page questionnaire for the 25 occupations. All employers are then contacted by telephone. Employers are given the opportunity to respond to the questionnaire over the telephone, return it by FAX or mail. Additional employers are added to the original sample as necessary to ensure meeting a 50% response rate and to survey 40% of the sample's projected employment size.

All surveys are reviewed for accuracy of the data, and employers were re-contacted if answers are missing, unclear, or conflicted with other answers. In addition to contacting employers, EDA staff contact labor unions, employment agencies, training providers, etc., to learn more about specific occupations.

Tabulation and Results

The survey responses are entered into a database, and tabulations are prepared using specialized software. The tabulations are used to analyze and prepare the final occupational summary. The occupational tables summarize information on: skills, training, and hiring requirements; size of occupation; growth rate; supply and demand assessment; major employing industries and other information.

Confidentiality

Specific employer information is confidential and never divulged.

Summary Highlights

The following are summarized highlights of the results of information reported by the 340 employers who responded to the 2000 California Cooperative Occupational Information System survey of 24 occupations in Riverside County.

Top six occupations with the highest percentage of employers reporting growth during the past year and expecting growth to continue over the next two years include:

Pest Controller Assistants 60%

Call Center Workers 50%

Home Health Aides 47%

Child Care Workers 47%

Computer Programmers, including Aides 47%

Residential Counselors 40%

Top three occupations with the highest percentage of employers that reported stable employment levels during the past year who are now expecting growth in employment levels over the next two years include:

Assemblers – Electrical and Electronic Equipment 35%

Computer Programmers, including Aides 33%

Data Processing Equipment Repairers 33%

34% of employers surveyed reported **growth** in their employment levels during the past year while 44% expect **growth** over the next two years.

64% of employers surveyed reported **stable** employment levels during the past year while 54% expect **stable** employment levels over the next two years.

Employers reported the three most frequently used method of recruitment as:

Newspaper Ads

Employee Referrals

Walk-in Applicants

Supply and Demand

Occupations which employers indicated the degree of difficulty finding fully qualified and experienced applicants as Very Difficult included:

Chemical Technicians and Technologist – Except Medical and Clinical

Computer Programmers, including Aides

Marketing, Advertising, and Public Relations Managers

Occupations which employers indicated the degree of difficulty finding qualified applicants (no prior experience required) as Very Difficult included:

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers

Financial Managers

Home Health Aides

Marketing, Advertising, and Public Relations Managers

Respiratory Care Practitioners

Systems Analysts – Electronic Data Processing

Occupations which employers indicated the degree of difficulty finding fully qualified and experienced applicants as Not Difficult included:

Traffic, Shipping, and Receiving Clerks

Occupations which employers indicated the degree of difficulty finding qualified applicants (no prior experience required) as Not Difficult included:

Assemblers – Electrical and Electronic Equipment – Precision

Call Center Workers

Chemical Technicians and Technologist – Except Medical and Clinical

Child Care Workers

Insulation Workers

Operating Engineers

Purchasing Managers

Traffic, Shipping, and Receiving Clerks

Miscellaneous

24 occupations were surveyed from 340 employers, representing 5,884 employed in the occupation.

Employers surveyed indicated they hired 1,219 employees for positions that were created from growth.

Accountants and Auditors
Assemblers-Electrical and Electronic Equipment
Billing, Cost, and Rate Clerks
Bookkeeping and Accounting Clerks
Call Center Workers
Chemical Technicians and Technologists
Child Care Workers
Computer Programmers
Data Processing Equipment Repairers
Financial Managers
Home Health Aides
Insulation Workers
Marketing, Advertising, and Public Relations
Medical Secretaries
Operating Engineers
Paralegal Personnel
Pest Controllers and Pest Control Assistants
Purchasing Managers
Residential Counselors
Respiratory Practitioners
Storage and Distribution Managers
Systems Analyst-Electronic Data Processing
Traffic, Shipping, and Receiving Clerks
Vocational and Educational Counselors

CCOIS

Riverside County Economic Development Agency

2000

Occupational Outlook

Accountants and Auditors

OES Code: 211140

16 Firms Responding



Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 12.20 – 12.20 Median \$ 12.20

New to Firm, Experience

Range \$ 10.36 – 21.73 Median \$ 14.38

Three+ Years with Firm Experience

Range \$ 11.51 – 27.70 Median \$ 20.00

UNION

New to Firm, No Experience

Range \$ n/a – n/a Median \$ n/a

New to Firm, Experience

Range \$ 15.53 – 35.55 Median \$ 21.87

Three+ Years with Firm Experience

Range \$ 16.19 – 43.20 Median \$ 26.23

- Of the firms responding, 56% were Non-Union, 44% were union.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	75%		25%					19%
Dental	69%		31%					19%
Vision	63%		19%				19%	19%
Life	81%		6%		13%			19%
Sick Leave	94%		6%					19%
Vacation	94%		6%					19%
Retirement	63%		31%				6%	19%
Child Care	6%				13%		81%	19%
Other*				6%	13%		38%	6%

* Deferred Compensation



Work Patterns

- ▶ 97% of all employees surveyed in this occupation work full-time, averaging 41 hours per week.
- ▶ 3% of all the employees surveyed work part-time, averaging 25 hours per week.
- ▶ Employees in the occupation: 44% male and 56% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Large (1,590 – 1,930)

Growth Rate: 21.4% Slower than Average (.86)

Job Openings: 530

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	81%	19%
Employment Over Next 24 Months	0%	81%	19%

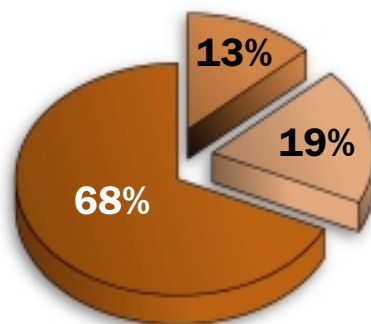


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	○	●	○



Education Requirement



- 19% High School
- 13% Associate Degree
- 68% Bachelor Degree

Accountants and Auditors

16 Firms Responding

OES Code: 211140

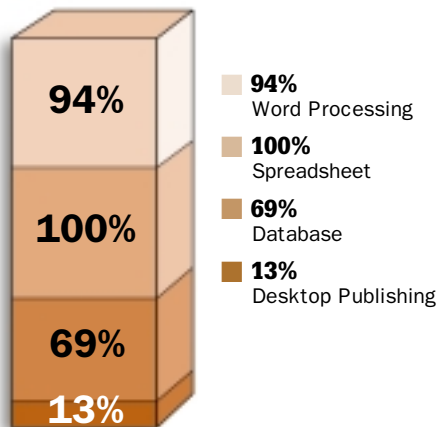
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	81%	0%	19%	12 to 36 Months
Other Occupational Experience Accepted	36%	64%		12 Months Manager or Customer Service in Banking
Technical or Vocational Training Required	50%	50%		12 to 36 Months in Accounting or related courses
Training Acceptable in Lieu of Experience	38%	62%		3 to 36 Months



Computer Software Skills



Emerging Occupations

- ▶ Employers did not indicate any emerging occupations.



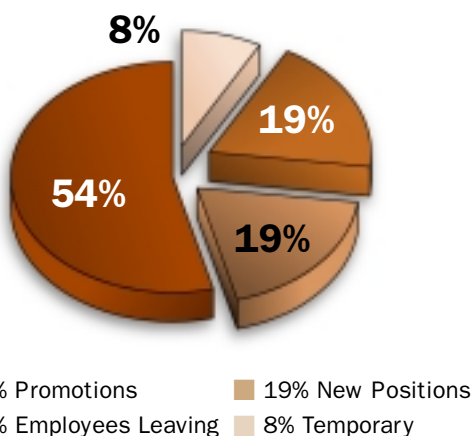
New Skills

- ▶ Employers did not indicate any new skills.



Training Providers

- ▶ Career Colleges of America – San Bernardino
- ▶ Carter Vocational School – Riverside
- ▶ College of the Desert – Palm Desert
- ▶ Computer Skills Center – Palm Desert
- ▶ Educational Options Center – Riverside
- ▶ Health Care Innovations – Colton
- ▶ Intercoast Colleges – Riverside, Burbank
- ▶ La Sierra University – Riverside
- ▶ Larson Training Centers – Orange
- ▶ MTI College – Colton
- ▶ Palo Verde College – Blythe
- ▶ Riverside Community College – Riverside, Moreno Valley, Norco
- ▶ Skadron College/Corinthian School – San Bernardino
- ▶ University of California, Extension – Riverside
- ▶ Westech College – Pomona



Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- ▶ Employee Referrals
- ▶ Newspaper Ads
- ▶ Internet
- ▶ In-House Promotions or Transfers

CCOIS 2000

Assemblers – Electrical and Electronic Equipment

OES Code: 931140

17 Firms Responding



Description

Assemblers of Electrical and Electronic Equipment– Precision assemble, modify prototypes or final assemblies of electrical or electronic equipment, such as missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar, sonar, and telemetering systems, or appliances. Please include workers who primarily assemble electrical systems for machinery.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 7.50 Median \$ 6.50

New to Firm, Experience

Range \$ 6.00 – 9.00 Median \$ 7.50

Three+ Years with Firm Experience

Range \$ 6.80 – 15.00 Median \$ 9.00

• 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	47%		18%				35%	6%
Dental	35%		12%				53%	6%
Vision	29%						71%	6%
Life	41%		6%				53%	6%
Sick Leave	65%						35%	6%
Vacation	88%						12%	6%
Retirement	41%		6%				53%	6%
Child Care							100%	6%
Other*	6%							

* 401K



Work Patterns

- ▶ 96% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of all the employees surveyed work part-time, averaging 20 hours per week.
- ▶ 3% of the employees surveyed work temporary or on call averaging 40 hours per week.
- ▶ Employees in the occupation: 39% male and 61% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*
(County Average Growth 24.9%)

Size: Small (310 – 450)

Growth Rate: 45.2% Much Faster than Average (1.8)

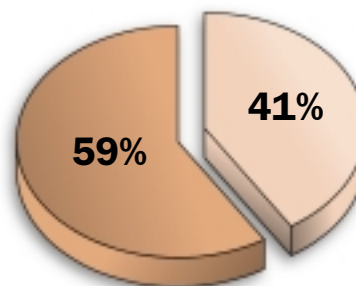
Job Openings: 200

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	59%	41%
Employment Over Next 24 Months	0%	29%	71%



Education Requirement



41% Less than High School
59% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	●	○	○

Assemblers – Electrical and Electronic Equipment

17 Firms Responding

OES Code: 931140

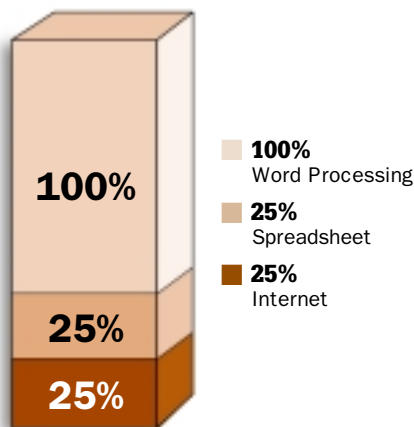
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	24%	58%	18%	6 to 36 Months
Other Occupational Experience Accepted	43%	57%		6 to 36 Months in Industrial or Production
Technical or Vocational Training Required	12%	88%		6 to 24 Months in Electronics, Blueprints
Training Acceptable in Lieu of Experience	43%	57%		



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- Surface Mount Technology



Training Providers

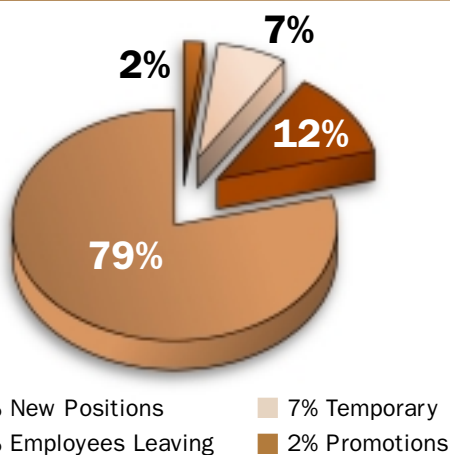
- Computer Education Institute – Riverside
- Educational Options Center – Riverside
- Mt. San Jacinto College – Menifee, San Jacinto
- Riverside Community College – Norco
- ROP – Grindstaff Center – Riverside
- ROP – Temescal Canyon High School – Lake Elsinore



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Private Employment Agencies



Source of Filled Vacancies

CCOIS 2000

Riverside County Economic Development Agency

Billing, Cost, and Rate Clerks

OES Code: 553440

15 Firms Responding



Description

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods: posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Please do not include workers who calculate charges for passenger transportation.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 10.39 Median \$ 7.25

New to Firm, Experience

Range \$ 5.75 – 12.50 Median \$ 10.00

Three+ Years with Firm Experience

Range \$ 7.00 – 20.00 Median \$ 12.00

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	47%	7%	27%		7%		7%	13%
Dental	33%		27%		7%		20%	20%
Vision	20%		33%		7%		27%	20%
Life	40%		7%		7%		33%	20%
Sick Leave	60%		7%				20%	20%
Vacation	67%		13%				7%	20%
Retirement	33%		13%				40%	20%
Child Care							87%	20%
Other								



Work Patterns

- 92% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- 8% of all the employees surveyed work part-time, averaging 27 hours per week.
- Employees in the occupation: 13% male and 87% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Medium (840 – 1,040)

Growth Rate: 23.8% Average (.96)

Job Openings: 330

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	80%	20%
Employment Over Next 24 Months	0%	60%	40%

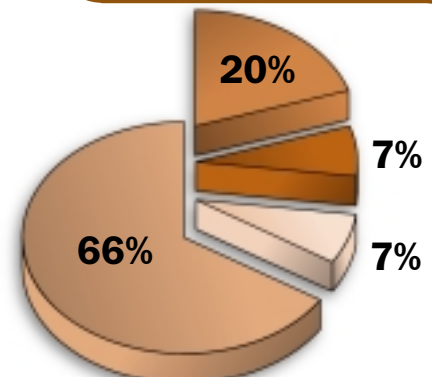


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Education Requirement



- 7% Less than High School
- 66% High School
- 20% Associate Degree
- 7% Bachelor Degree

Billing, Cost, and Rate Clerks

15 Firms Responding

OES Code: 553440

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	73%	27%		2 to 36 Months
Other Occupational Experience Accepted	73%	27%		2 to 36 Months Medical or Clerical Field
Technical or Vocational Training Required	7%	86%	7%	9 to 12 Months in Billing Related or ROP courses
Training Acceptable in Lieu of Experience	64%	36%		3 to 24 Months



Emerging Occupations

- Employers did not indicate any emerging occupations.

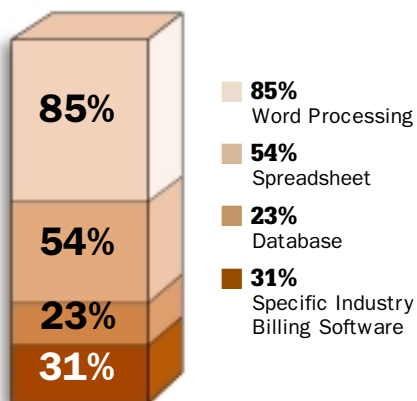


New Skills

- Employers did not indicate any new skills.

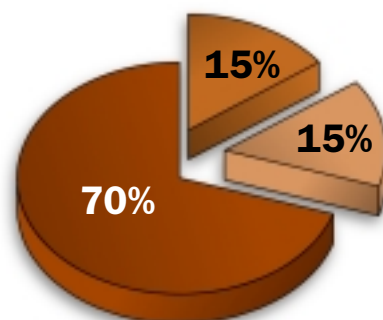


Computer Software Skills



Training Providers

- Automotive Dealership Business School – Long Beach
- California Institute of Customer Engineering – Irvine
- Career Colleges of America – San Bernardino
- Carter Vocational School – Riverside
- Computer Skills Center – Palm Desert
- Educational Options Center – Riverside
- Four D Success Academy – Colton
- Health Care Innovations – Colton
- Larson Training Centers – Orange
- Nova Health Technology – Los Angeles
- Palo Verde College – Blythe
- Premiere Career College – Irwindale
- ROP – Cathedral City High – Cathedral City
- ROP – Palm Springs High – Palm Springs
- ROP – Ramona High – Riverside
- ROP – Riverside County Office of Education – Indio
- ROP – Temecula Valley High – Temecula
- ROP – West Valley High – Hemet
- Skadron College/Corinthian School – San Bernardino
- U. S. Colleges of Health & Human Service – Riverside
- Westech College – Pomona



- 15% Promotions
- 70% Employees Leaving
- 15% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- Employer Referrals
- Walk-in Applicants

CCOIS 2000

Riverside County Economic Development Agency

Bookkeeping, Accounting, and Auditing Clerks

OES Code: 553380

16 Firms Responding



Description

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.



Wages and Benefits

New to Firm, No Experience

Range \$ 8.00 – 11.99 Median \$ 10.00

New to Firm, Experience

Range \$ 5.75 – 18.00 Median \$ 10.50

Three+ Years with Firm Experience

Range \$ 6.90 – 20.00 Median \$ 14.19

• 6% Union, 94% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	25%		19%				56%	38%
Dental	6%		6%				88%	38%
Vision			6%				94%	38%
Life	19%						81%	38%
Sick Leave	31%						69%	38%
Vacation	38%						63%	38%
Retirement	6%		13%		6%		75%	38%
Child Care					6%		94%	38%
Other								



Work Patterns

- ▶ 92% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 8% of all the employees surveyed work part-time, averaging 25 hours per week.
- ▶ Employees in the occupation: 37% male and 63% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Very Large (5,250 – 5,920)

Growth Rate: 12.8% Slower than Average (.51)

Job Openings: 1,390

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	13%	68%	19%
Employment Over Next 24 Months	6%	50%	44%

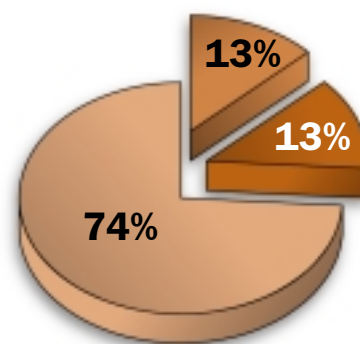


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	○	○	●



Education Requirement



- 74% High School
- 13% Associate Degree
- 13% Bachelor Degree

Bookkeeping, Accounting, and Auditing Clerks

16 Firms Responding

OES Code: 553380

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	88%	6%	6%	1 to 60 Months
Other Occupational Experience Accepted	62%	38%		6 to 24 Months Clerical
Technical or Vocational Training Required	38%	63%		6 to 24 Months in Accounting Bookkeeping or Related Courses
Training Acceptable in Lieu of Experience	40%	60%		3 to 24 Months

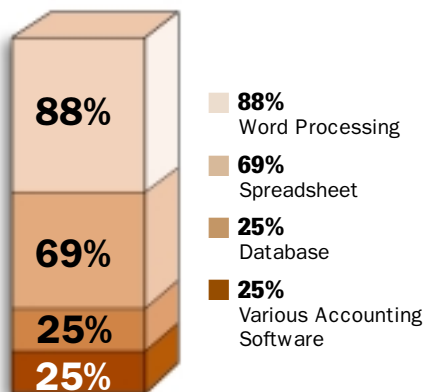


Emerging Occupations

- Employers did not indicate any emerging occupations.



Computer Software Skills



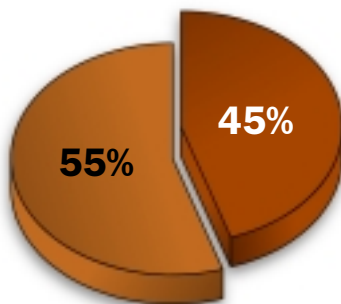
New Skills

- Internet Navigation



Training Providers

- Career Colleges of America – San Bernardino
- Carter Vocational School – Riverside
- College of the Desert – Palm Desert
- Computer Education Institute – Riverside
- Computer Skills Center – Palm Desert
- Educational Options Center – Riverside
- Executive Business Institute – Riverside
- Health Care Innovations – Colton
- La Sierra University – Riverside
- Larson Training Centers – Orange
- Mt. San Jacinto College – Menifee, San Jacinto
- MTI College – Colton
- Palo Verde College – Blythe
- Riverside Community College – Moreno Valley, Norco, Riverside
- Skadron College/Corinthian School – San Bernardino
- Summit Career College – Colton
- Westech College – Pomona



- 45% Employees Leaving
- 55% Promotions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Walk-in Applicants

CCOIS **2000**

Riverside County Economic Development Agency

Call Center Workers

NON-OES Code: 531230999

16 Firms Responding



Description

Call Center Workers place or receive telephone calls on behalf of an organization in order to facilitate sales, provide customer service, answer customers' questions, conduct research, or route calls to other divisions in the organization. They may promote and/or take orders for products or services. They may answer customer inquiries regarding accounts or membership in the organization. They may also receive customer complaints and resolve problems with service, billing or credit. They use computers or process orders for products and services. Do not include employees who work primarily as Switchboard Operators or as Dispatchers.



Wages and Benefits

New to Firm, No Experience

Range \$ 8.00 – 9.00 Median \$ 8.54

New to Firm, Experience

Range \$ 7.00 – 13.00 Median \$ 9.62

Three+ Years with Firm Experience

Range \$ 9.80 – 15.41 Median \$ 12.00

• 6% Union, 94% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	44%		50%		6%			38%
Dental	38%		56%		6%			38%
Vision	19%		38%		6%		38%	38%
Life	44%		25%		6%		25%	38%
Sick Leave	69%		19%		13%			38%
Vacation	69%		19%		6%		6%	38%
Retirement	56%		25%		13%	6%	6%	31%
Child Care							100%	38%
Other	6%							



Work Patterns

- ▶ 70% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 30% of all the employees surveyed work part-time, averaging 27 hours per week.
- ▶ Employees in the occupation: 29% male and 71% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Data not available

Growth Rate: Data not available

Job Openings: Data not available

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	50%	50%
Employment Over Next 24 Months	0%	38%	62%

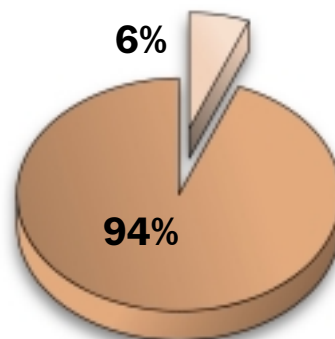


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



Education Requirement



6% Less than High School
94% High School

Call Center Workers

16 Firms Responding **NON-OES Code: 531230999**

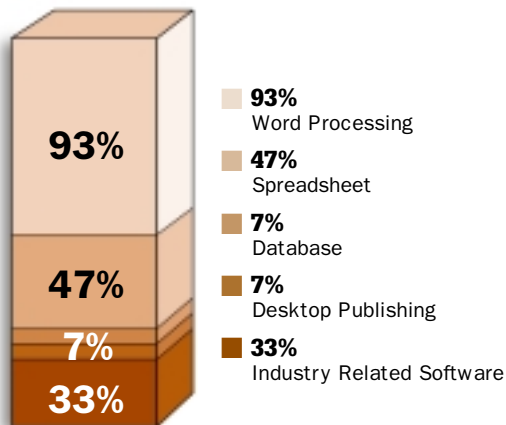
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	62%	19%	19%	3 to 12 Months
Other Occupational Experience Accepted	69%	31%		3 to 24 Months in Sales, Telemarketing, Clerical
Technical or Vocational Training Required	46%	54%		
Training Acceptable in Lieu of Experience	13%	87%		3 to 24 Months



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



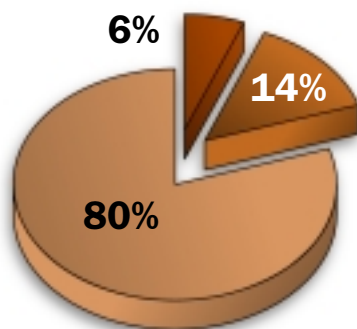
New Skills

- Employers did not indicate any new skills.



Training Providers

- Upon completion of our research of this occupation, no training provider was found in Riverside County.



- 6% Employees Leaving
- 80% New Positions
- 14% Promotions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Walk-in Applicants
- Word of Mouth

CCOIS 2000

Riverside County Economic Development Agency

Chemical Technicians and Technologists

OES Code: 245050

6 Firms Responding



Description

Chemical Technicians and Technologists (except Medical and Clinical) conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous material for purposes such as research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences. Please do not include workers who primarily do medical and clinical laboratory work.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.00 – 12.47 Median \$ 7.00

New to Firm, Experience

Range \$ 7.50 – 20.00 Median \$ 13.05

Three+ Years with Firm Experience

Range \$ 8.50 – 25.00 Median \$ 15.41

• 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	67%		33%					33%
Dental	67%		33%					33%
Vision	17%		33%		33%		17%	33%
Life	17%		17%		33%		33%	33%
Sick Leave	83%						17%	33%
Vacation	100%							33%
Retirement	83%						17%	33%
Child Care							100%	33%
Other*								



Work Patterns

- ▶ 89% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 9% of all the employees surveyed work part-time, averaging 20 hours per week.
- ▶ 2% of the employees surveyed work temporary or on call, averaging 24 hours per week.
- ▶ Employees in the occupation: 60% male and 40% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Small (110 – 160)

Growth Rate: 45.5 Much Faster than Average (1.83)

Job Openings: 70

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	33%	67%
Employment Over Next 24 Months	0%	33%	67%

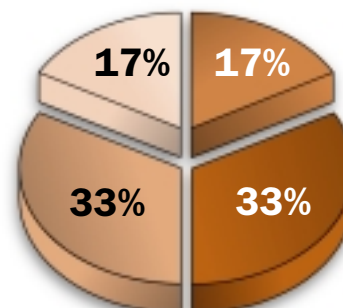


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	○	●
Inexperienced	●	○	○



Education Requirement



- 17% Less than High School
- 33% High School or Equivalent
- 17% Associate Degree
- 33% Bachelor Degree

Chemical Technicians and Technologists

6 Firms Responding

OES Code: 245050

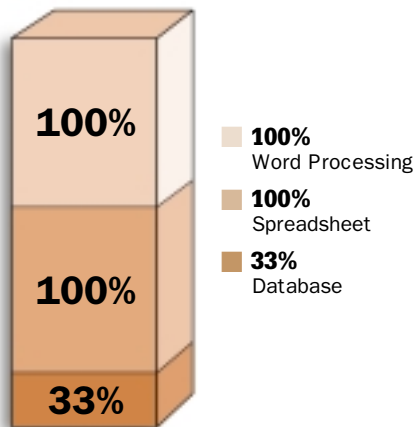
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	50%	17%	33%	6 to 36 Months
Other Occupational Experience Accepted	20%	80%		6 Months in Research Development
Technical or Vocational Training Required	60%	40%		6 to 12 Months
Training Acceptable in Lieu of Experience	17%	33%		24 Months in Life Science



Computer Software Skills



Emerging Occupations

Employers did not indicate any emerging occupations.



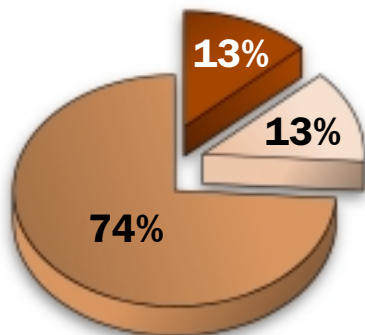
New Skills

► Employers did not indicate any new skills



Training Providers

- College of the Desert – Palm Desert
- Mt. San Jacinto College – San Jacinto, Menifee
- Palo Verde College – Blythe
- Riverside Community College – Riverside



Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- In-House Promotions or Transfers
- Newspaper Ads
- Private Employment Agencies

CCOIS 2000

Riverside County Economic Development Agency

Child Care Workers

OES Code: 680380

15 Firms Responding



Description

Child Care Workers attend to children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 8.58 Median \$ 6.75

New to Firm, Experience

Range \$ 5.75 – 8.00 Median \$ 6.75

Three+ Years with Firm Experience

Range \$ 6.25 – 10.00 Median \$ 7.76

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	43%	7%	7%	14%			21%	50%
Dental	36%	7%	14%	14%			21%	50%
Vision	7%		14%	7%	14%		36%	64%
Life	7%		14%	7%	14%		36%	64%
Sick Leave	43%	21%	7%	7%			21%	43%
Vacation	43%	29%	7%	7%			21%	36%
Retirement	14%	7%					57%	64%
Child Care	7%		21%	21%			43%	50%
Other							71%	71%



Work Patterns

- 53% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- 30% of all the employees surveyed work part-time, averaging 24 hours per week.
- 17% of the employees surveyed work temporary, on call or seasonal, averaging 25 hours per week.
- Employees in the occupation: 18% male and 82% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Large (1,610 – 2,100)

Growth Rate: 30.4% Faster than Average (1.22)

Job Openings: 610

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	53%	47%
Employment Over Next 24 Months	0%	27%	73%

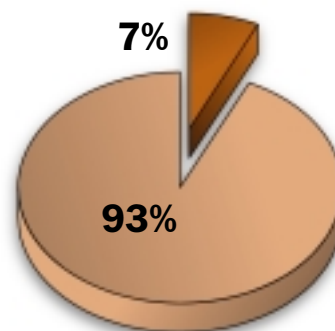


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	●	○	○



Education Requirement



- 93% High School
- 7% Bachelor Degree

Child Care Workers

15 Firms Responding

OES Code: 680380

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	53%	40%	7%	4 to 36 Months
Other Occupational Experience Accepted	13%	87%		
Technical or Vocational Training Required	53%	40%	7%	3 to 12 Months Childhood Development, ROP Courses
Training Acceptable in Lieu of Experience	67%	33%		4 to 12 Months



Emerging Occupations

- Infant Mental Health Specialist



New Skills

- Employers did not indicate any new skills



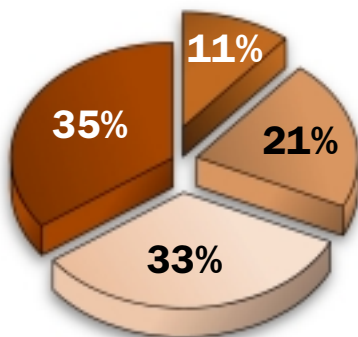
Computer Software Skills

- Employers indicated no computer skills required for this occupation.



Training Providers

- College of the Desert – Palm Desert
- La Sierra University – Riverside
- Mt. San Jacinto College – San Jacinto, Menifee
- Palo Verde College – Blythe
- Riverside Community College – Moreno Valley, Norco, Riverside
- ROP – Banning High – Banning
- ROP – Corona Regional Medical Center – Corona
- ROP – Grindstaff Center – Riverside
- ROP – Moreno Valley USD – Moreno Valley
- ROP – Ortega High – Lake Elsinore
- ROP – Riverside County Office of Education – Indio
- University of California, Extension – Riverside



11% Promotions 21% New Positions
35% Employees Leaving 33% Temporary

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- College or University Postings
- School, Program Referrals
- Walk-In Applicants

CCOIS 2000

Riverside County Economic Development Agency

Computer Programmers, including Aides

OES Code: 251051 15 Firms Responding



Description

Computer programmers, including Aides, convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulation into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.



Wages and Benefits

New to Firm, No Experience

Range \$ 10.00 – 19.18 Median \$ 17.98

New to Firm, Experience

Range \$ 11.51 – 31.16 Median \$ 20.00

Three+ Years with Firm Experience

Range \$ 15.00 – 45.00 Median \$ 31.16

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	53%		27%				13%	13%
Dental	33%		27%		7%		27%	13%
Vision	31%		33%		7%		40%	13%
Life	20%		20%				53%	13%
Sick Leave	67%		7%				20%	13%
Vacation	73%		7%				13%	13%
Retirement	27%		33%				33%	13%
Child Care							93%	13%
Other*								



Work Patterns

- ▶ 92% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 3% of all the employees surveyed work part-time, averaging 20 hours per week.
- ▶ 3% of the employees surveyed work temporary, or on call, averaging 20 hours per week.
- ▶ 2% of the employees surveyed work seasonal, averaging 8 hours per week.
- ▶ Employees in the occupation: 83% male and 17% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Small (420 – 520)

Growth Rate: 23.8% Average (.96)

Job Openings: 200

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	47%	53%
Employment Over Next 24 Months	0%	20%	80%

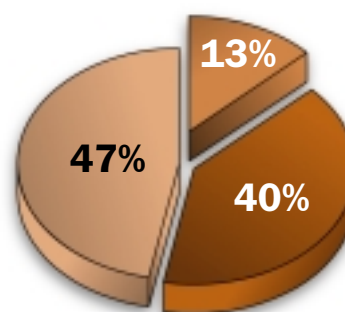


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Education Requirement



- 47% High School
- 13% Associate Degree
- 40% Bachelor Degree

Computer Programmers, including Aides

15 Firms Responding

OES Code: 251051

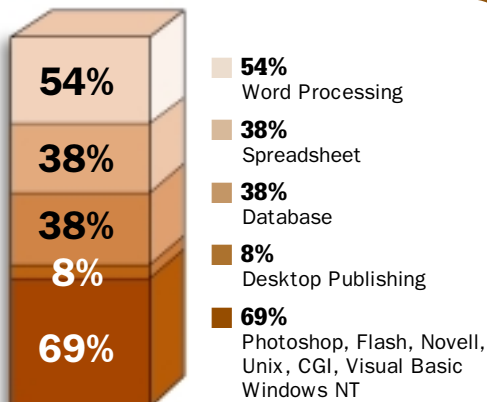
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	73%	13%	13%	6 to 60 Months
Other Occupational Experience Accepted	15%	85%		
Technical or Vocational Training Required	67%	33%		4 to 48 Months in Computer or Related Courses
Training Acceptable in Lieu of Experience	46%	54%		6 to 36 Months



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- JAVA Programming



Training Providers

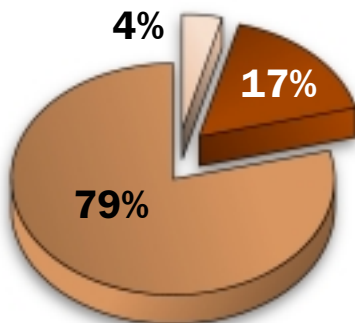
- Chapman University Academic Center – Palm Desert
- College of the Desert – Palm Desert
- Helms Technical Training – Torrance
- Mt. San Jacinto College – San Jacinto, Menifee
- Net 10 Technologies – Rancho Cucamonga
- New Horizons – Burbank, Colton, Culver City, Santa Ana
- Palo Verde College – Blythe
- Riverside Community College – Moreno Valley, Norco, Riverside
- ROP – Grindstaff Center – Riverside
- ROP – Moreno Valley High – Moreno Valley
- ROP – San Jacinto High – San Jacinto
- Software Education – Brea, Riverside
- United Education Institute – Ontario



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- In-House Promotions or Transfers
- Newspaper Ads



Source of Filled Vacancies

CCOIS 2000

Data Processing Equipment Repairers

OES Code: 857050

15 Firms Responding



Description

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Please do not include Non-Data Processing Equipment Repairers.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.00 – 20.00 Median \$ 7.18

New to Firm, Experience

Range \$ 5.75 – 15.00 Median \$ 10.00

Three+ Years with Firm Experience

Range \$ 8.00 – 40.00 Median \$ 15.00

• 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%		13%		7%		40%	20%
Dental	20%				7%		67%	20%
Vision	20%				7%		67%	20%
Life	27%				7%		60%	20%
Sick Leave	53%						40%	20%
Vacation	60%						33%	20%
Retirement	20%						73%	20%
Child Care							93%	20%
Other*								



Work Patterns

- ▶ 63% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 5% of all the employees surveyed work part-time, averaging 25 hours per week.
- ▶ 32% of the employees surveyed work temporary or on call, averaging 27 hours per week.
- ▶ Employees in the occupation: 82% male and 18% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Data Not Available

Growth Rate: Data Not Available

Job Openings: Data not available

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	13%	74%	13%
Employment Over Next 24 Months	20%	40%	40%

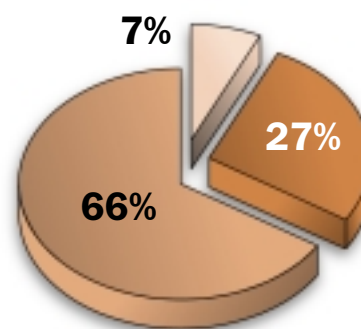


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Education Requirement



- 7% Less than High School
- 66% High School
- 27% Associate Degree

Data Processing Equipment Repairers

15 Firms Responding

OES Code: 857050

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	74%	13%	13%	6 to 60 Months
Other Occupational Experience Accepted	42%	58%		3 Months in Printer Repair
Technical or Vocational Training Required	53%	47%		6 to 48 Months in Computer or Related Courses
Training Acceptable in Lieu of Experience	54%	46%		4 to 12 Months

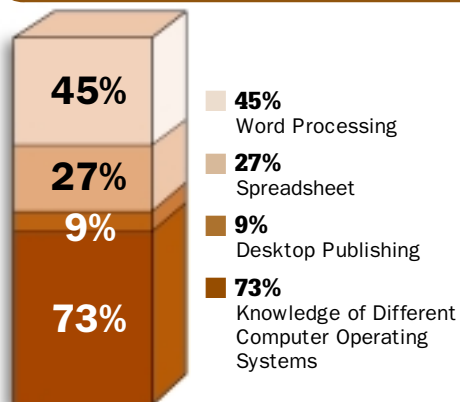


Emerging Occupations

- Internet Servicing



Computer Software Skills



New Skills

- Certification
- Web Design
- Networking
- Programming



Training Providers

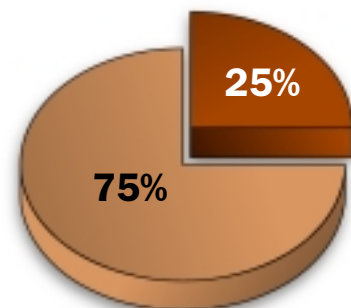
- Associated Technical College – Vista
- California Institute of Customer Engineering – Irvine
- Chapman University Academic Center – Palm Desert
- Computer Education Institute – Riverside
- Executive Business Institute – Riverside
- Net 10 Technologies – Rancho Cucamonga
- New Horizons – Burbank, Colton, Culver City, Santa Ana
- Palo Verde College – Blythe
- ROP – Coachella Valley High – Coachella
- ROP – Hemet High – Hemet
- ROP – Palm Springs High – Palm Springs
- ROP – RCOE – Indio
- ROP – Santiago High – Corona
- ROP – West Valley High – Hemet
- Software Education – Brea, Riverside
- United Education Institute – Ontario



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- In-House Promotions or Transfer
- School, Program Referrals
- Newspaper Ads



- 25% Employees Leaving
- 75% New Positions

Source of Filled Vacancies

CCOIS 2000

Riverside County Economic Development Agency

Financial Managers

OES Code: 130020 15 Firms Responding



Description

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.



Wages and Benefits

New to Firm, No Experience

Range \$ 7.50 – 21.58 Median \$ 18.75

New to Firm, Experience

Range \$ 8.00 – 33.52 Median \$ 27.81

Three+ Years with Firm Experience

Range \$ 8.63 – 42.62 Median \$ 31.16

• 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%		60%				7%	100%
Dental	27%		53%		7%		13%	100%
Vision	33%		13%				53%	100%
Life	40%		40%				20%	100%
Sick Leave	67%		20%				13%	100%
Vacation	73%		20%				7%	100%
Retirement	53%		33%				13%	100%
Child Care			7%				93%	100%
Other*	7%						7%	100%

* Education Assistance



Work Patterns

- ▶ 94% of all employees surveyed in this occupation work full-time, averaging 41 hours per week.
- ▶ 6% of all the employees surveyed work part-time, averaging 9 hours per week.
- ▶ Employees in the occupation: 53% male and 47% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Large (1,730 – 2,130)

Growth Rate: 23.1% Average (.93)

Job Openings: 600

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	100%	0%
Employment Over Next 24 Months	0%	67%	33%

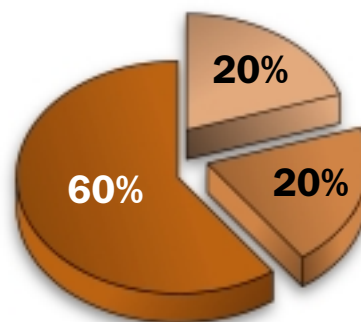


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Education Requirement



- 20% High School
- 20% Associate Degree
- 60% Bachelor Degree

Financial Managers

15 Firms Responding

OES Code: 130020

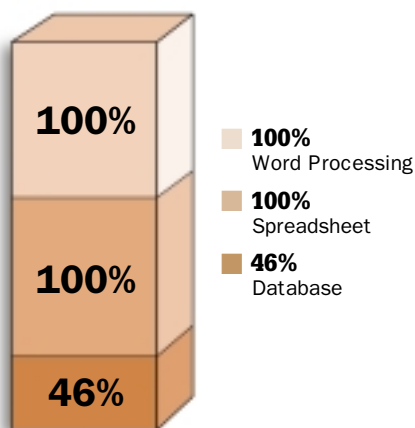
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	80%	20%		12 to 60 Months
Other Occupational Experience Accepted	58%	42%		12 to 60 Months in other Management
Technical or Vocational Training Required	33%	60%	7%	Financial, Accounting and other Management Training, Series License
Training Acceptable in Lieu of Experience	17%	83%		24 to 36 Months



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



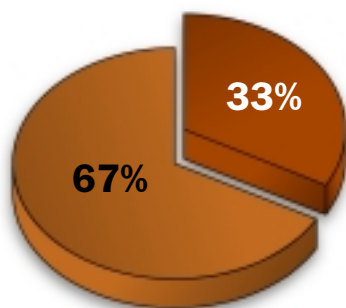
New Skills

- Employers did not indicate any new skills.



Training Providers

- Mt. San Jacinto College – San Jacinto, Menifee
- Palo Verde College – Blythe
- Riverside Community College – Riverside, Norco, Moreno Valley



- 33% Employees Leaving
- 67% Promotions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Internet

CCOIS 2000

Riverside County Economic Development Agency

Home Health Aides

OES Code: 660110

15 Firms Responding



Description

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Please exclude Nursing Aides and Homemakers.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.10 – 7.75 Median \$ 6.63

New to Firm, Experience

Range \$ 6.14 – 11.00 Median \$ 8.00

Three+ Years with Firm Experience

Range \$ 6.25 – 14.00 Median \$ 9.00

• 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	40%		20%	27%		7%	33%	33%
Dental	27%		27%	27%	7%	7%	33%	33%
Vision	13%		27%	20%		7%	53%	40%
Life	7%		27%	20%	7%		53%	47%
Sick Leave	27%	13%	13%	13%			53%	40%
Vacation	33%	13%	20%	20%			40%	33%
Retirement	13%	7%	33%	13%	7%		40%	47%
Child Care							93%	67%
Other							93%	67%



Work Patterns

- ▶ 52% of all employees surveyed in this occupation work full-time, averaging 37 hours per week.
- ▶ 41% of all the employees surveyed work part-time, averaging 27 hours per week.
- ▶ 7% of the employees surveyed work temporary or on call, averaging 17 hours per week.
- ▶ Employees in the occupation: 18% male and 82% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Small (430 – 600)

Growth Rate: 39.5% Much Faster than Average (1.59)

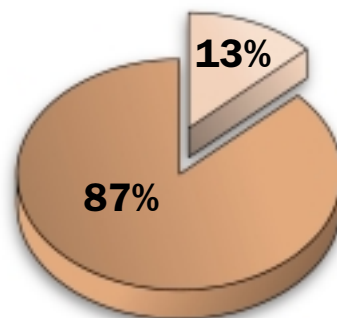
Job Openings: 220

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	53%	47%
Employment Over Next 24 Months	0%	47%	53%



Education Requirement



■ 13% Less than High School
■ 87% High School or Equivalent



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	○	○	●

Home Health Aides

15 Firms Responding

OES Code: 660110

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	67%	13%	20%	2 to 12 Months
Other Occupational Experience Accepted	54%	46%		
Technical or Vocational Training Required	33%	67%		1 to 12 Months CNA Training, HHA Certification
Training Acceptable in Lieu of Experience	38%	62%		3 to 12 Months



Computer Software Skills



Emerging Occupations

- ▶ Employers did not indicate any emerging occupations.



New Skills

- ▶ CPR Certification
- ▶ Reading and Writing Skills



Training Providers

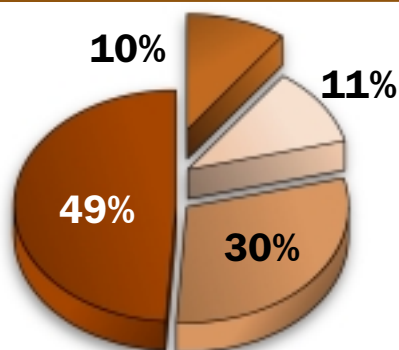
- ▶ California Paramedical & Technical College – Riverside
- ▶ Career Moves – Riverside
- ▶ College of the Desert – Palm Desert
- ▶ Educational Options Center – Riverside
- ▶ Four D Success Academy – Colton
- ▶ Mt. San Jacinto College – San Jacinto, Menifee
- ▶ Palo Verde College – Blythe
- ▶ Riverside Community College – Moreno Valley, Norco, Riverside
- ▶ ROP – Arlington High – Riverside
- ▶ ROP – Corona Regional Medical Center – Corona
- ▶ ROP – March Mountain High – Moreno Valley
- ▶ ROP – Riverside County Office of Education – Indio
- ▶ ROP – West Valley High – Hemet



Recruitment

Most Successful Recruitment Methods

- ▶ Employee Referrals
- ▶ Newspaper Ads
- ▶ School, Program Referrals
- ▶ Walk-In Applications



49% Employees Leaving 11% Temporary
30% New Positions 10% Promotions

Source of Filled Vacancies

CCOIS 2000

Riverside County Economic Development Agency

Insulation Workers

OES Code: 878020

4 Firms Responding



Description

Insulation Workers perform duties concerned with covering and lining structures with asbestos, cork, canvas, tar paper, magnesia, and related materials using saws, knives, rasps, trowels, and other tools and implements.



Wages and Benefits

NON-UNION, UNION

New to Firm, No Experience

Range \$ 6.00 – 7.00 Median \$ 6.50

New to Firm, Experience

Range \$ 8.00 – 20.00 Median \$ 9.00

Three+ Years with Firm Experience

Range \$ 8.00 – 24.00 Median \$ 13.73

- Of the firms responding, 75% were Non-Union, 25% were union.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	25%		25%		25%		25%	
Dental	25%		25%		25%		25%	
Vision			25%				75%	
Life			25%				75%	
Sick Leave	25%						75%	
Vacation	25%		25%				50%	
Retirement	25%		25%				50%	
Child Care							100%	
Other								



Work Patterns

- 100% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- Employees in the occupation: 100% male and 0% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Data not available

Growth Rate: Data not available

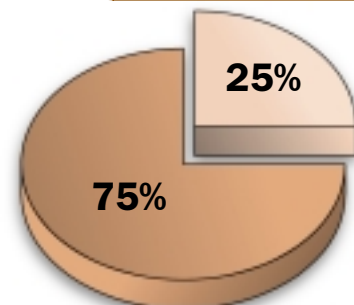
Job Openings: Data not available

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	0%	100%
Employment Over Next 24 Months	0%	25%	75%



Education Requirement



- 25% Less than High School
- 75% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	●	○	○

Insulation Workers

4 Firms Responding

OES Code: 878020

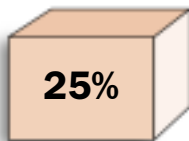
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	50%	25%	25%	6 to 12 Months
Other Occupational Experience Accepted	100%	0%		
Technical or Vocational Training Required	0%	100%		
Training Acceptable in Lieu of Experience	100%	0%		6 to 12 Months



Computer Software Skills



25%
Word Processing



Emerging Occupations

- Employers did not indicate any emerging occupations.



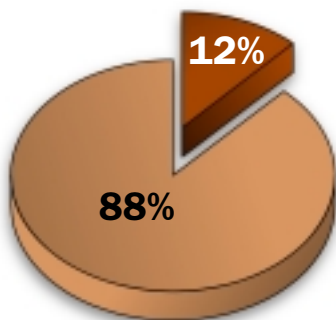
New Skills

- Employers did not indicate any new skills.



Training Providers

- Upon completion of our research on this occupation, no training provider was found in Riverside.



12% Employees Leaving
88% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- In House Promotions or Transfers
- Word of Mouth

CCOIS 2000

Riverside County Economic Development Agency

Marketing, Advertising, and Public Relations Managers

OES Code: 130110

15 Firms Responding



Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.



Wages and Benefits

New to Firm, No Experience

Range \$ 7.19 – 8.75 Median \$ 7.50

New to Firm, Experience

Range \$ 5.75 – 26.47 Median \$ 12.47

Three+ Years with Firm Experience

Range \$ 10.00 – 34.52 Median \$ 17.05

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	53%	7%	40%				7%	33%
Dental	40%	7%	40%		7%		13%	33%
Vision	27%		33%		7%		33%	40%
Life	53%	7%	13%		7%		27%	33%
Sick Leave	53%	7%	13%		13%		20%	33%
Vacation	53%	7%	20%		7%		20%	33%
Retirement	20%	7%	13%		7%		60%	33%
Child Care					7%		93%	40%
Other	13%							7%



Work Patterns

- ▶ 27% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 73% of all the employees surveyed work part-time, averaging 29 hours per week.
- ▶ Employees in the occupation: 81% male and 19% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Medium (930 – 1190)

Growth Rate: 28.0% Faster than Average (1.12)

Job Openings: 360

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	80%	20%
Employment Over Next 24 Months	7%	60%	33%

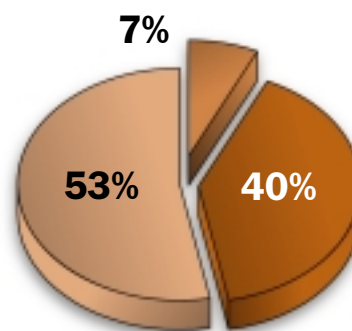


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



Education Requirement



- 53% High School
- 7% Associate Degree
- 40% Bachelor Degree

Marketing, Advertising, and Public Relations Managers

15 Firms Responding

OES Code: 130110

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	80%	7%	13%	5 to 48 Months
Other Occupational Experience Accepted	71%	29%		5 to 48 Months in Sales, Media or Customer Service
Technical or Vocational Training Required	13%	80%	7%	5 to 48 Months in Various Media, Management
Training Acceptable in Lieu of Experience	21%	79%		5 to 48 Months

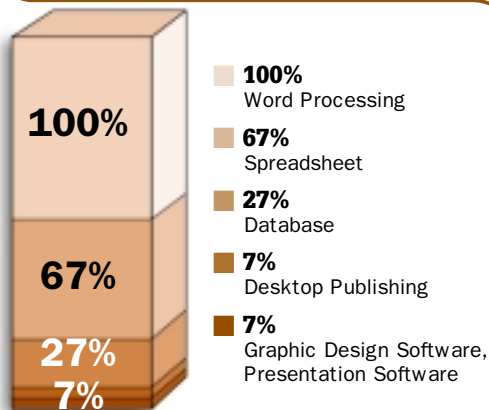


Emerging Occupations

- ▶ Employers did not indicate any emerging occupations.



Computer Software Skills



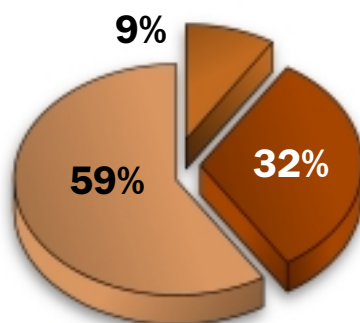
New Skills

- ▶ Website Development



Training Providers

- ▶ Mt. Jacinto College – Menifee, San Jacinto
- ▶ Riverside Community College – Riverside
- ▶ ROP – Arlington High – Riverside
- ▶ ROP – Beaumont High – Beaumont
- ▶ ROP – Buena Vista High – Corona
- ▶ ROP – Canyon Springs High – Moreno Valley
- ▶ ROP – Cathedral City High – Cathedral City
- ▶ ROP – Chaparral High – Temecula
- ▶ ROP – Coachella Valley High – Thermal
- ▶ ROP – Hemet High – Hemet
- ▶ ROP – Jurupa Valley High – Riverside
- ▶ ROP – La Sierra High – La Sierra
- ▶ ROP – Murrieta Valley High – Murrieta
- ▶ ROP – Norte Vista High – Norte Vista
- ▶ ROP – Palm Springs High – Palm Springs
- ▶ ROP – Palo Verde High – Blythe
- ▶ ROP – Perris High – Perris
- ▶ ROP – Rancho Verde High – Moreno Valley
- ▶ ROP – Riverside County Office of Education/Indio
- ▶ ROP – Rubidoux High – Riverside
- ▶ ROP – San Jacinto High – San Jacinto
- ▶ ROP – Temecula Valley High – Temecula
- ▶ ROP – West Valley High – Hemet
- ▶ University of California, Extension – Riverside



- 32% Employees Leaving
- 59% New Positions
- 9% Promotions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- ▶ Employee Referrals
- ▶ Newspaper Ads
- ▶ In-House Promotions or Transfers

CCOIS 2000

Riverside County Economic Development Agency

Medical Secretaries

OES Code: 551050

16 Firms Responding



Description

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 9.00 Median \$ 5.75

New to Firm, Experience

Range \$ 6.00 – 10.00 Median \$ 8.00

Three+ Years with Firm Experience

Range \$ 7.00 – 15.00 Median \$ 10.00

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	63%		25%	13%	6%			13%
Dental	44%		25%	13%	6%		19%	13%
Vision	25%		13%	13%	6%		50%	13%
Life	25%			6%	6%		63%	19%
Sick Leave	75%	6%		6%			19%	13%
Vacation	75%	6%		6%			19%	13%
Retirement	56%	6%		6%			38%	13%
Child Care							94%	25%
Other*	6%							

* Holidays



Work Patterns

- ▶ 82% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 14% of all the employees surveyed work part-time, averaging 24 hours per week.
- ▶ 4% of the employees surveyed work temporary or on call, averaging 40 hours per week.
- ▶ Employees in the occupation: 5% male and 95% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Small (360 – 420)

Growth Rate: 16.7% Slower than Average (.67)

Job Openings: 100

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	6%	63%	31%
Employment Over Next 24 Months	0%	62%	38%

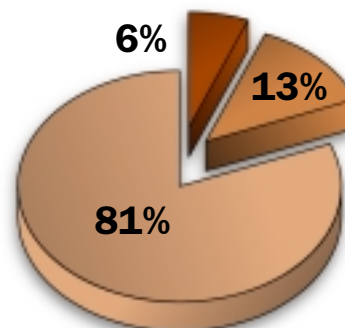


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Education Requirement



- 81% High School
- 13% Associate Degree
- 6% Graduate Study

Medical Secretaries

16 Firms Responding

OES Code: 551050

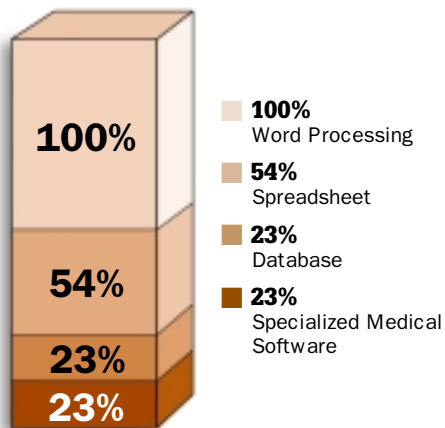
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	81%	19%		6 to 36 Months
Other Occupational Experience Accepted	77%	23%		6 to 24 Months in Insurance Billing
Technical or Vocational Training Required	44%	56%		3 to 9 Months in Medical Field
Training Acceptable in Lieu of Experience	54%	46%		3 to 12 Months



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



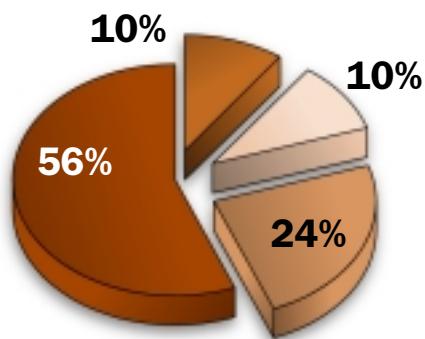
New Skills

- Internet



Training Providers

- Career Colleges of America – San Bernardino
- Career Moves – Riverside
- Educational Options Center – Riverside
- Health Care Innovations – Colton
- Larson Training Centers – Orange
- Palo Verde College – Blythe
- Premiere Career College – Irwindale
- Riverside Community College – Moreno Valley, Norco, Riverside
- ROP – Grindstaff Center II – Riverside
- Skadron College/Corinthian School – San Bernardino
- Summit Career College – Colton
- U. S. Colleges of Health & Human Service – Riverside
- Westech College – Pomona



56% Employees Leaving 10% Promotions
24% New Positions 10% Temporary

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- Employee Referrals
- Walk-In Applicants

CCOIS **2000**

Riverside County Economic Development Agency

Operating Engineers

OES Code: 979560

17 Firms Responding



Description

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Please do not include workers who specialize in operation of a single type of heavy equipment such as bulldozer or crane.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 12.00 – 12.00 Median \$ 12.00

New to Firm, Experience

Range \$ 8.00 – 25.00 Median \$ 16.00

Three+ Years with Firm Experience

Range \$ 15.00 – 30.00 Median \$ 20.00

UNION

New to Firm, No Experience

Range \$ n/a – n/a Median \$ n/a

New to Firm, Experience

Range \$ 18.00 – 28.54 Median \$ 28.00

Three+ Years with Firm Experience

Range \$ 24.00 – 32.00 Median \$ 28.50

- Of the firms responding, 71% were Non-Union, 29% were union.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*
(County Average Growth 24.9%)

Size: Medium (630 – 880)

Growth Rate: 39.7% Slower than Average (1.59)

Job Openings: 340

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	6%	47%	47%
Employment Over Next 24 Months	6%	59%	35%



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	●	○	○

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	53%		24%		6%		18%	12%
Dental	47%		18%		6%		29%	12%
Vision	29%				6%		65%	12%
Life	35%				6%		59%	12%
Sick Leave	35%						65%	12%
Vacation	65%						35%	12%
Retirement	47%		6%				47%	12%
Child Care							100%	12%
Other								

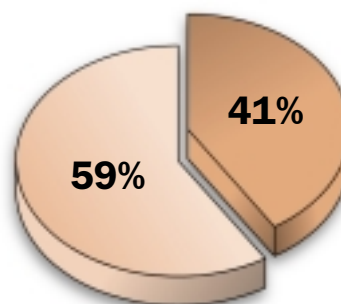


Work Patterns

- ▶ 76% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of all the employees surveyed work part-time, averaging 20 hours per week.
- ▶ 23% of the employees surveyed work temporary or seasonal, averaging 40 hours per week.
- ▶ Employees in the occupation: 97% male and 3% female.



Education Requirement



- 59% Less than High School
- 41% High School

Operating Engineers

17 Firms Responding

OES Code: 979560

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	94%	6%		12 to 36 Months
Other Occupational Experience Accepted	25%	75%		6 to 36 Months in Construction Field
Technical or Vocational Training Required	12%	88%		12 to 36 Months Basic Construction or Equipment Training
Training Acceptable in Lieu of Experience	25%	75%		6 to 24 Months



Computer Software Skills

- Employers indicated no computer skills required for this occupation.



Emerging Occupations

- Employers did not indicate any emerging occupations.



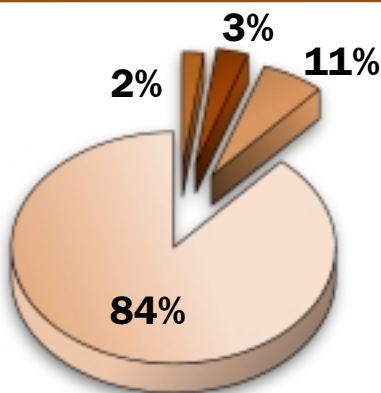
New Skills

- Employers did not indicate any new skills.



Training Providers

- Advance School of Driving – Upland



3% Employees Leaving 84% Temporary
11% New Positions 2% Promotions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- Employee Referrals
- Walk-In Applicants

CCOIS **2000**

Riverside County Economic Development Agency

Paralegal Personnel

OES Code: 283050

16 Firms Responding



Description

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 10.88 Median \$ 8.06

New to Firm, Experience

Range \$ 8.00 – 20.00 Median \$ 13.41

Three+ Years with Firm Experience

Range \$ 10.55 – 21.58 Median \$ 17.23

• 6% Union, 94% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	44%		13%				25%	31%
Dental	25%		13%		6%	6%	38%	25%
Vision	6%		6%				69%	31%
Life	38%						44%	31%
Sick Leave	63%	13%					19%	19%
Vacation	63%	13%					19%	19%
Retirement	19%	6%	6%		13%		44%	25%
Child Care		6%			6%		75%	25%
Other								



Work Patterns

- ▶ 70% of all employees surveyed in this occupation work full-time, averaging 39 hours per week.
- ▶ 27% of all the employees surveyed work part-time, averaging 28 hours per week.
- ▶ 3% of the employees surveyed work temporary or on call, averaging 8 hours per week.
- ▶ Employees in the occupation: 14% male and 86% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Small (140 – 200)

Growth Rate: 42.9% Much Faster than Average (1.7)

Job Openings: 70

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	6%	75%	19%
Employment Over Next 24 Months	0%	88%	13%

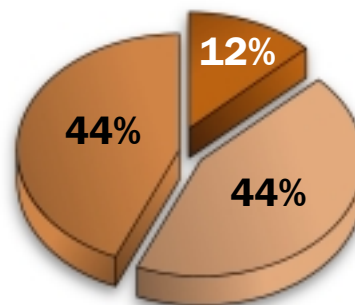


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Education Requirement



- 44% High School
- 44% Associate Degree
- 12% Bachelor Degree

Paralegal Personnel

16 Firms Responding

OES Code: 283050

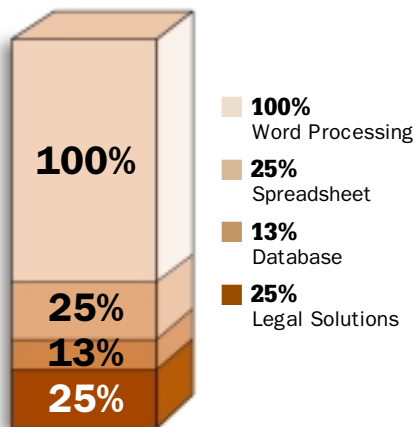
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	69%	6%	25%	6 to 60 Months
Other Occupational Experience Accepted	40%	60%		
Technical or Vocational Training Required	69%	25%	6%	Paralegal Certification
Training Acceptable in Lieu of Experience	40%	60%		6 to 24 Months



Computer Software Skills



Emerging Occupations

- Specialized Research



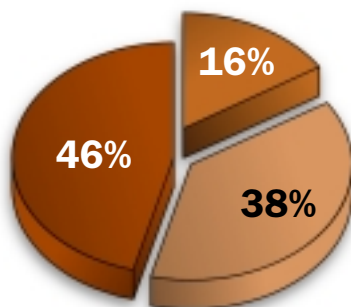
New Skills

- Internet



Training Providers

- Appraisal Training Service, Inc. – Riverside, Torrance, Newport Beach
- California Southern Law School – Riverside
- Chapman University Academy Center – Palm Desert
- Federal Paralegal College – Riverside
- Intercoast College – Riverside
- MTI College – Colton
- Riverside Community College – Riverside



- 46% Employees Leaving
- 38% New Positions
- 16% Promotions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- School, Program Referrals
- Employee Referrals

CCOIS 2000

Riverside County Economic Development Agency

Pest Controllers and Pest Control Assistants

OES Code: 670080

15 Firms Responding



Description

Pest Controllers and Pest Control Assistants spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites, and roaches that infest buildings and surrounding areas.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.50 – 10.00 Median \$ 8.63

New to Firm, Experience

Range \$ 6.50 – 12.00 Median \$ 10.00

Three+ Years with Firm Experience

Range \$ 6.50 – 18.70 Median \$ 14.00

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	40%		47%				13%	
Dental	20%		13%		13%		53%	
Vision	7%		13%		7%		73%	
Life	33%		7%				60%	
Sick Leave	20%		7%				73%	
Vacation	60%		7%				33%	
Retirement	20%		13%				67%	
Child Care							100%	
Other							73%	



Work Patterns

- ▶ 99% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of all the employees surveyed work part-time, averaging 35 hours per week.
- ▶ Employees in the occupation: 98% male and 2% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*
(County Average Growth 24.9%)

Size: Small (220 – 330)

Growth Rate: 50% Slower than Average (.21)

Job Openings: 150

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	27%	73%
Employment Over Next 24 Months	7%	20%	73%

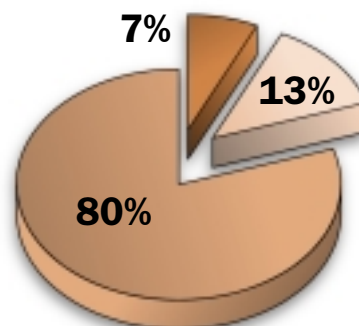


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Education Requirement



- 13% Less than High School
- 80% High School
- 7% Associate Degree

Pest Controllers and Pest Control Assistants

15 Firms Responding

OES Code: 670080

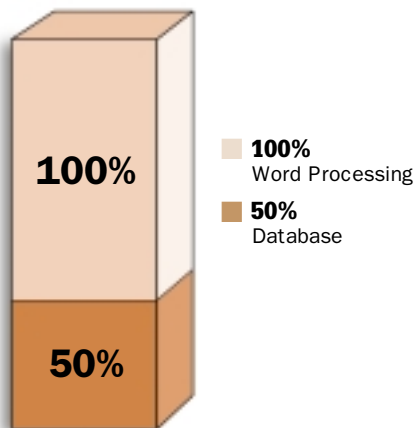
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	27%	53%	20%	16 Months
Other Occupational Experience Accepted	29%	71%		
Technical or Vocational Training Required	20%	80%		
Training Acceptable in Lieu of Experience	80%	14%		12 Months



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



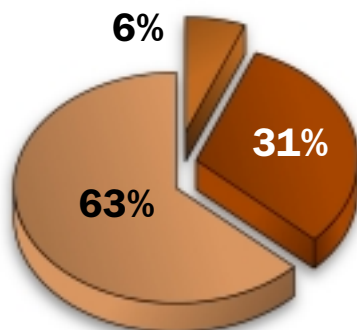
New Skills

- Employers did not indicate any new skills.



Training Providers

- Advanced Institute of Pest Technology – Anaheim



- 31% Employees Leaving
- 63% New Positions
- 6% Promotions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- Walk-in Applicants
- Employee Referrals

CCOIS **2000**

Riverside County Economic Development Agency

Purchasing Managers

OES Code: 130080

16 Firms Responding



Description

Purchasing Managers plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services. Please include wholesale or retail trade merchandising managers.



Wages and Benefits

New to Firm, No Experience

Range \$ 9.21 – 11.99 Median \$ 10.60

New to Firm, Experience

Range \$ 8.00 – 19.18 Median \$ 14.10

Three+ Years with Firm Experience

Range \$ 10.00 – 28.98 Median \$ 17.94

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	44%		38%		13%		6%	
Dental	13%		25%		31%		31%	
Vision	13%		31%		25%		31%	
Life	25%		25%		19%		31%	
Sick Leave	56%				13%		31%	
Vacation	74%				13%		13%	
Retirement	13%		6%		19%		62%	
Child Care							100%	
Other								



Work Patterns

- ▶ 100% of all employees surveyed in this occupation work full-time, averaging 41 hours per week.
- ▶ Employees in the occupation: 55% male and 45% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Small (440 – 550)

Growth Rate: 25% Average (1)

Job Openings: 190

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	87%	13%
Employment Over Next 24 Months	0%	69%	31%

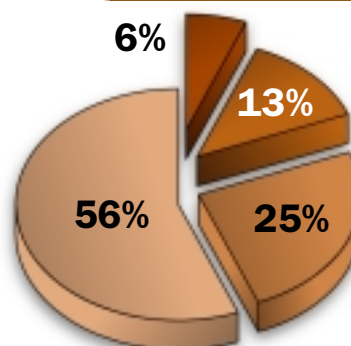


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	●	○	○



Education Requirement



- 56% High School
- 25% Associate Degree
- 13% Bachelor Degree
- 6% Graduate Study

Purchasing Managers

16 Firms Responding

OES Code: 130080

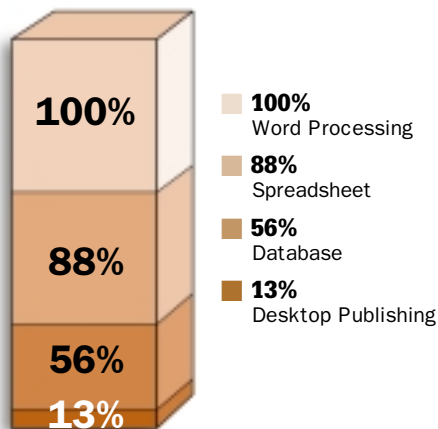
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	81%	6%	13%	12 to 60 Months
Other Occupational Experience Accepted	31%	69%		12 to 60 Months in Operations Manager
Technical or Vocational Training Required	38%	63%		16 Months training in Inventory
Training Acceptable in Lieu of Experience	27%	73%		3 to 12 Months



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



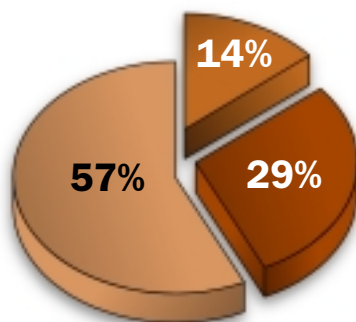
New Skills

- Employers did not indicate any new skills.



Training Providers

- Upon completion of our research of this occupation, no training provider was found in Riverside County.



- 29% Employees Leaving
- 57% New Positions
- 14% Promotions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- In-House Promotions or Transfers
- Newspaper Ads

CCOIS 2000

Riverside County Economic Development Agency

Residential Counselors

OES Code: 273070

15 Firms Responding



Description

Residential Managers coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 8.96 Median \$ 7.35

New to Firm, Experience

Range \$ 5.75 – 12.00 Median \$ 8.50

Three+ Years with Firm Experience

Range \$ 5.75 – 13.00 Median \$ 10.00

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	67%	7%	13%				20%	33%
Dental	47%	7%	27%		7%		20%	33%
Vision	47%	7%	13%		7%		33%	33%
Life	47%	7%			7%		47%	33%
Sick Leave	93%	7%					7%	33%
Vacation	100%	7%						33%
Retirement	20%	7%	20%		7%		53%	33%
Child Care					7%	7%	93%	33%
Other*	27%	7%						

* Room/Board



Work Patterns

- ▶ 77% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 19% of all the employees surveyed work part-time, averaging 24 hours per week.
- ▶ 4% of the employees surveyed work temporary or on call, averaging 22 hours per week.
- ▶ Employees in the occupation: 28% male and 72% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Medium (810 – 1,120)

Growth Rate: 38.3% Much Faster than Average (1.54)

Job Openings: 460

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	40%	60%
Employment Over Next 24 Months	0%	40%	60%

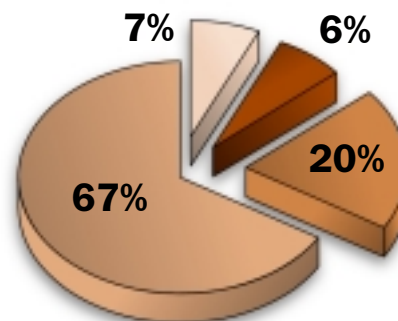


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Education Requirement



- 7% Less than High School
- 67% High School
- 20% Associate Degree
- 6% Graduate Study

Residential Counselors

15 Firms Responding

OES Code: 273070

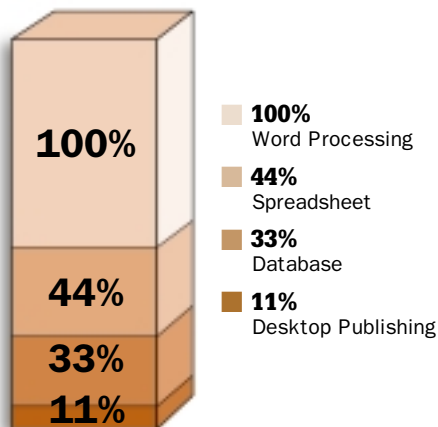
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	47%	20%	33%	6 to 24 Months
Other Occupational Experience Accepted	73%	27%		12 to 24 Months Therapist, or Social Services
Technical or Vocational Training Required	60%	40%		Studied or Certified in Substance Abuse or Social Services
Training Acceptable in Lieu of Experience	42%	58%		12 to 36 Months



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- Medicine & Dual Diagnosis



Training Providers

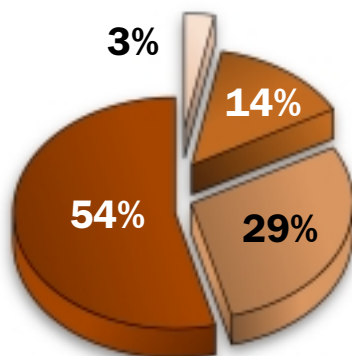
- California Baptist University – Riverside
- Chapman University Academic Center – Palm Desert
- Mt. San Jacinto College – San Jacinto, Menifee
- Riverside Community College – Moreno Valley, Norco, Riverside
- University of California, Extension – Riverside



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- Employee Referrals
- In-House Promotions or Transfers



54% Employees Leaving
29% New Positions
14% Promotions
3% Temporary

Source of Filled Vacancies

CCOIS 2000

Riverside County Economic Development Agency

Respiratory Care Practitioners

OES Code: 323020

11 Firms Responding



Description

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.



Wages and Benefits

New to Firm, No Experience

Range \$ 13.91 – 15.50 Median \$ 14.71

New to Firm, Experience

Range \$ 12.60 – 22.38 Median \$ 15.75

Three+ Years with Firm Experience

Range \$ 14.36 – 21.61 Median \$ 17.15

- 9% Union, 91% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	36%	9%	55%	27%				18%
Dental	18%		73%	27%				27%
Vision	18%		64%	18%	9%	9%		27%
Life	36%	9%	45%	18%			9%	27%
Sick Leave	55%	27%	36%	9%				18%
Vacation	55%	27%	36%	9%				18%
Retirement	36%	9%	55%	36%				9%
Child Care					9%	9%	82%	45%
Other								



Work Patterns

- ▶ 53% of all employees surveyed in this occupation work full-time, averaging 38 hours per week.
- ▶ 5% of all the employees surveyed work part-time, averaging 21 hours per week.
- ▶ 33% of the employees surveyed work temporary or on call, averaging 18 hours per week.
- ▶ 9% of the employees surveyed work seasonal, averaging 30 hours per week.
- ▶ Employees in the occupation: 49% male and 51% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*
(County Average Growth 24.9%)

Size: Small (270 – 400)

Growth Rate: 48.1% Much Faster than Average (1.93)

Job Openings: 160

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	73%	27%
Employment Over Next 24 Months	0%	36%	64%

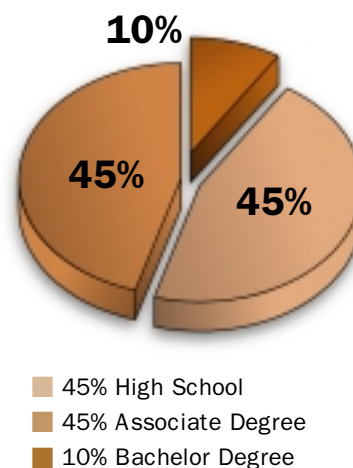


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Education Requirement



Respiratory Care Practitioners

11 Firms Responding

OES Code: 323020

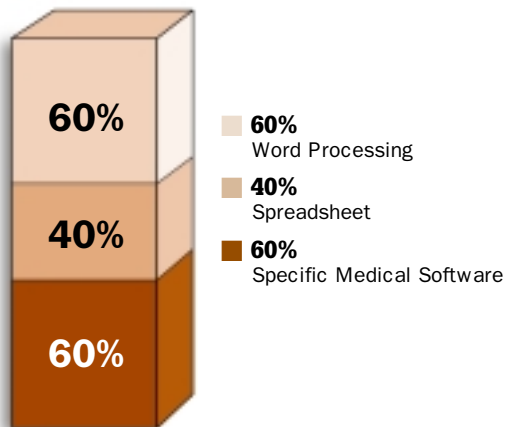
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	82%	0%	18%	12 to 60 Months in Nursing
Other Occupational Experience Accepted	20%	80%		
Technical or Vocational Training Required	100%	0%		12 to 60 Months Care
Training Acceptable in Lieu of Experience	18%	82%		24 Months



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



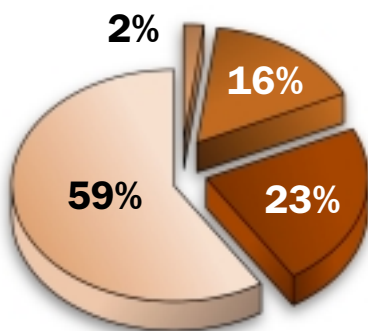
New Skills

- Liquid Oxygen Therapy



Training Providers

- California Paramedical & Technical College – Riverside
- College of the Desert – Palm Desert



16% Promotions 2% New Positions
23% Employees Leaving 59% Temporary

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Walk-in Applicants

CCOIS 2000

Riverside County Economic Development Agency

Storage and Distribution Managers

NON-OES Code: 150230999

15 Firms Responding



Description

Storage and Distribution Managers plan, direct, and coordinate the activities of workers, such as forklift operators, shipping clerks and material movers, engage in storage and distribution of materials and products. Their duties include use of manual or electronic means to establish and maintain operational procedures of verification of incoming and outgoing shipments, handling and disposition of merchandise, and maintaining of warehouse inventories. They work with other department heads to coordinate activities with needs in productions, sales and purchasing. They plan and oversee facilities and equipment maintenance and repair.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 10.00 Median \$ 7.88

New to Firm, Experience

Range \$ 5.75 – 26.37 Median \$ 15.00

Three+ Years with Firm Experience

Range \$ 7.10 – 21.58 Median \$ 19.18

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	67%		20%				13%	
Dental	40%		7%		7%		47%	
Vision	33%		7%				60%	
Life	20%		20%				60%	
Sick Leave	60%		7%				33%	
Vacation	73%						27%	
Retirement	20%		7%				73%	
Child Care							100%	
Other								



Work Patterns

- ▶ 100% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ Employees in the occupation: 73% male and 27% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Data not available

Growth Rate: Data not available

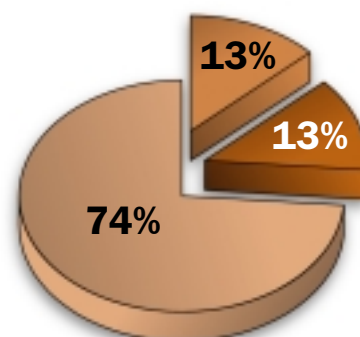
Job Openings: Data not available

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	93%	7%
Employment Over Next 24 Months	0%	100%	0%



Education Requirement



- 74% High School
- 13% Associate Degree
- 13% Bachelor Degree



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Storage and Distribution Managers

15 Firms Responding

NON-OES Code: 150230999

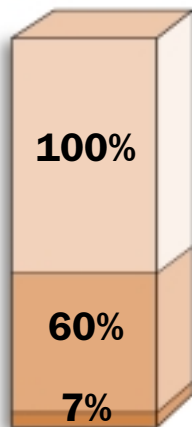
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	74%	13%	13%	12 to 60 Months
Other Occupational Experience Accepted	62%	38%		24 to 60 Months in Management (General)
Technical or Vocational Training Required	13%	87%		
Training Acceptable in Lieu of Experience	31%	69%		3 to 24 Months



Computer Software Skills



- 100% Word Processing
- 60% Spreadsheet
- 7% Database



Emerging Occupations

- Employers did not indicate any emerging occupations.



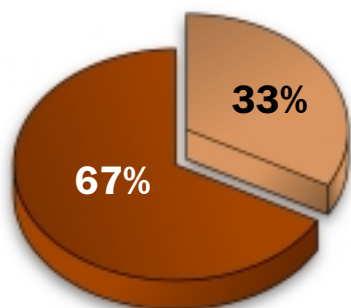
New Skills

- Employers did not indicate any new skills.



Training Providers

- Larson Training Centers – Orange
- Riverside Community College – Moreno Valley, Norco, Riverside



- 67% Employees Leaving
- 33% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- Private Employment Agencies
- Employment Development Department

CCOIS 2000

Riverside County Economic Development Agency

Systems Analysts – Electronic Data Processing

OES Code: 251020

7 Firms Responding



Description

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.



Wages and Benefits

New to Firm, No Experience

Range \$ 15.00 – 15.00 Median \$ 15.00

New to Firm, Experience

Range \$ 10.24 – 23.97 Median \$ 18.00

Three+ Years with Firm Experience

Range \$ 13.03 – 38.36 Median \$ 20.00

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	29%		42%		29%			29%
Dental	29%		29%		28%		14%	29%
Vision	29%		29%		29%		14%	29%
Life	57%				29%		14%	29%
Sick Leave	57%		14%				29%	29%
Vacation	57%		14%				29%	29%
Retirement	43%						57%	29%
Child Care							100%	29%
Other*	14%						14%	14%

* Flexible Spending Plan



Work Patterns

- ▶ 95% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 5% of all the employees surveyed work part-time, averaging 20 hours per week.
- ▶ Employees in the occupation: 61% male and 39% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Small (380 – 620)

Growth Rate: 63.2% Much Faster than Average (2.54)

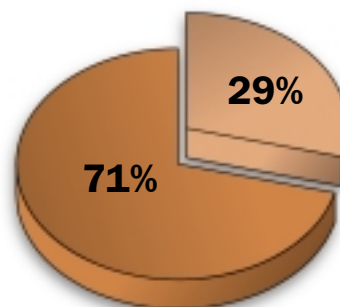
Job Openings: 260

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	57%	43%
Employment Over Next 24 Months	0%	71%	29%



Education Requirement



■ 29% High School
■ 71% Associate Degree



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	○	●	○

Systems Analysts–Electronic Data Processing

7 Firms Responding

OES Code: 251020

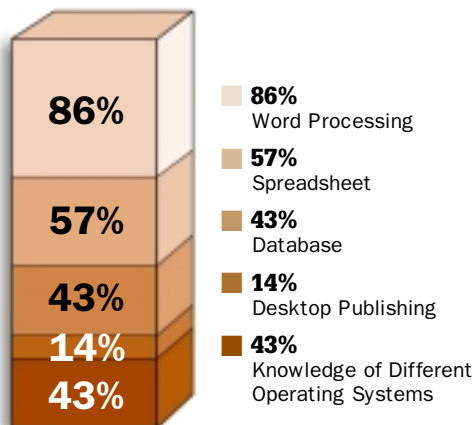
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	86%	0%	14%	12 to 24 Months
Other Occupational Experience Accepted	67%	33%		
Technical or Vocational Training Required	43%	57%		24 Months in Networking, Programming
Training Acceptable in Lieu of Experience	14%	86%		12 to 24 Months



Computer Software Skills



Emerging Occupations

- ▶ Employers did not indicate any emerging occupations.



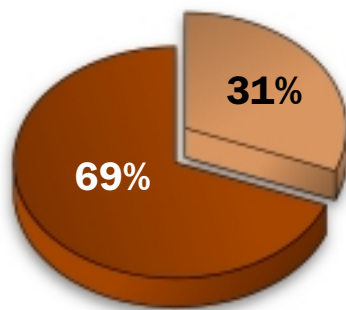
New Skills

- ▶ Employers did not indicate any new skills.



Training Providers

- ▶ Chapman University Academic Center – Palm Desert
- ▶ Ed Net Career Institute – Woodland Hills
- ▶ Excel Technical College – Orange
- ▶ Helms Technical Training – Torrance
- ▶ Mt. San Jacinto College – San Jacinto, Menifee
- ▶ Net 10 Technologies – Rancho Cucamonga
- ▶ New Horizons – Burbank, Colton, Culver City, Santa Ana
- ▶ Palo Verde College – Blythe
- ▶ Riverside Community College – Riverside
- ▶ Software Education – Brea, Riverside
- ▶ United Education Institute – Ontario
- ▶ Westech College – Pomona



- 69% Employees Leaving
- 31% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- ▶ Employee Referrals
- ▶ Newspaper Ads
- ▶ Internet
- ▶ College or University Posting

CCOIS 2000

Riverside County Economic Development Agency

Traffic, Shipping, and Receiving Clerks

OES Code: 580280

15 Firms Responding



Description

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks and workers whose primary duties involve weighing and checking.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 9.00 Median \$ 6.28

New to Firm, Experience

Range \$ 5.75 – 13.00 Median \$ 7.50

Three+ Years with Firm Experience

Range \$ 6.35 – 15.00 Median \$ 9.00

• 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	20%		40%	7%		7%	33%	47%
Dental	7%		33%		13%	7%	40%	53%
Vision			27%		13%	7%	53%	53%
Life	7%	7%	13%		13%	7%	60%	47%
Sick Leave	33%	7%				7%	60%	47%
Vacation	60%	20%		7%		7%	33%	27%
Retirement	27%		13%	7%		7%	53%	47%
Child Care						7%	93%	53%
Other							40%	20%



Work Patterns

- ▶ 41% of all employees surveyed in this occupation work full-time, averaging 39 hours per week.
- ▶ 55% of all the employees surveyed work part-time, averaging 28 hours per week.
- ▶ 3% of the employees surveyed work temporary or on call, averaging 40 hours per week.
- ▶ 1% of the employees surveyed work seasonal, averaging 20 hours per week.
- ▶ Employees in the occupation: 54% male and 46% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*

(County Average Growth 24.9%)

Size: Very Large (2,740 – 3,100)

Growth Rate: 13.1% Slower than Average (.56)

Job Openings: 690

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	73%	27%
Employment Over Next 24 Months	0%	73%	27%

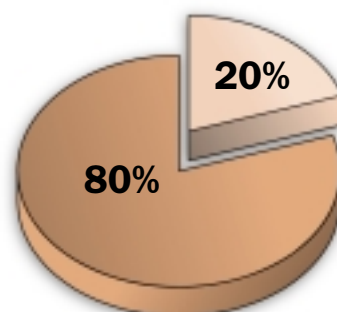


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	●	○	○
Inexperienced	●	○	○



Education Requirement



20% Less than High School
80% High School

Traffic, Shipping, and Receiving Clerks

15 Firms Responding

OES Code: 580280

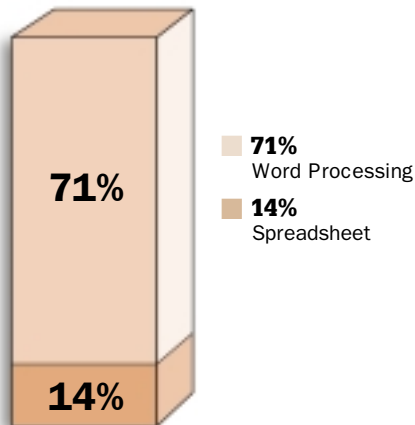
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	20%	67%	13%	2 to 12 Months
Other Occupational Experience Accepted	20%	80%		24 Months Management
Technical or Vocational Training Required	7%	93%		1 Months Forklift Experience
Training Acceptable in Lieu of Experience	80%	20%		3 to 12 Months



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



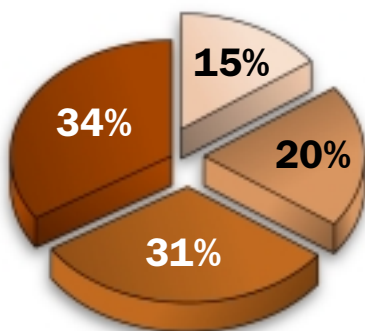
New Skills

- Employers did not indicate any new skills



Training Providers

- Center for Employment Training – Temecula, Riverside



■ 31% Promotions ■ 20% New Positions
■ 34% Employees Leaving ■ 15% Temporary

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Walk-in Applicants

CCOIS 2000

Riverside County Economic Development Agency

Vocational and Educational Counselors

OES Code: 315140

16 Firms Responding



Description

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 8.63 – 11.99 Median \$ 10.55

New to Firm, Experience

Range \$ 10.36 – 14.38 Median \$ 11.99

Three+ Years with Firm Experience

Range \$ 12.66 – 16.78 Median \$ 14.38

UNION

New to Firm, No Experience

Range \$ 10.12 – 20.48 Median \$ 15.57

New to Firm, Experience

Range \$ 11.18 – 33.59 Median \$ 22.46

Three+ Years with Firm Experience

Range \$ 11.18 – 33.59 Median \$ 24.54

- Of the firms responding, 56% were Non-Union, 44% were union.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	63%		38%					13%
Dental	50%		31%		13%		6%	13%
Vision	38%		19%		13%		31%	13%
Life	63%		6%		6%		25%	13%
Sick Leave	75%	6%	19%				6%	6%
Vacation	50%		19%				31%	13%
Retirement	31%	6%	38%		6%		25%	6%
Child Care	6%				6%		88%	13%
Other*	13%		6%				6%	

* Holiday, 401K, Educational Assistance



Work Patterns

- ▶ 81% of all employees surveyed in this occupation work full-time, averaging 38 hours per week.
- ▶ 2% of all the employees surveyed work part-time, averaging 20 hours per week.
- ▶ 17% of the employees surveyed work temporary or on call, averaging 8 hours per week.
- ▶ Employees in the occupation: 37% male and 63% female.



Employment Trends

Riverside County Occupational Forecast 1997 – 2004*
(County Average Growth 24.9%)

Size: Medium (710 – 890)

Growth Rate: 25.4% Average (1.02)

Job Openings: 300

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	63%	38%
Employment Over Next 24 Months	0%	56%	44%

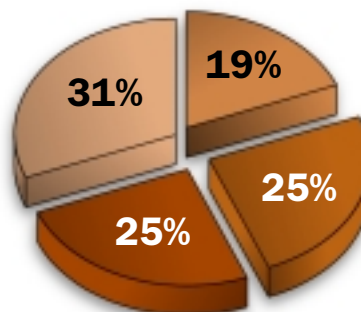


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	○	●	○



Education Requirement



- 31% High School
- 19% Associate Degree
- 25% Bachelor Degree
- 25% Graduate Study

Vocational and Educational Counselors

16 Firms Responding

OES Code: 315140

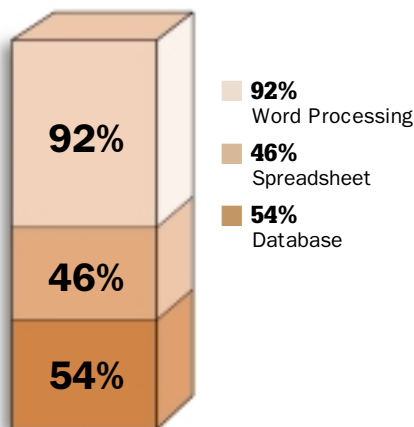
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	50%	31%	19%	6 to 60 Months
Other Occupational Experience Accepted	64%	36%		6 to 24 Months Teacher, Job Developer, Other Instructor
Technical or Vocational Training Required	37%	50%	13%	6 to 36 Months Social Behavioral/Human Science
Training Acceptable in Lieu of Experience	36%	64%		6 to 36 Months



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- Employers did not indicate any new skills.



Training Providers

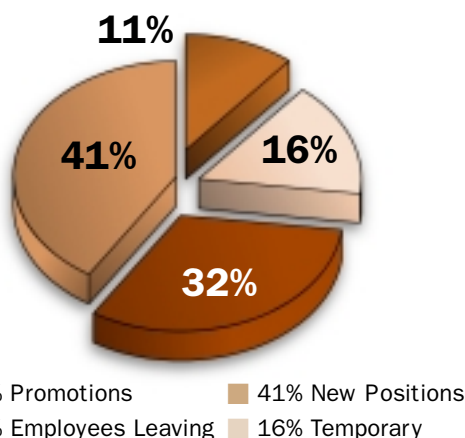
- California Baptist University – Riverside
- Chapman University Academic Center – Palm Desert
- College of the Desert – Palm Desert
- La Sierra University – Riverside
- Mt. San Jacinto College – San Jacinto, Menifee
- Palo Verde College – Blythe
- Riverside Community College – Moreno Valley, Norco, Riverside
- University of California, Extension – Riverside



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- In-House Promotions or Transfers
- Employee Referrals



Source of Filled Vacancies

CCOIS 2000

Riverside County Economic Development Agency

Automotive Body and Related Repairers
Automotive Mechanics
Brick Masons
Bus and Truck Mechanics and Diesel Engine Specialist
Carpenters
Combined Food Preparation and Service Workers
Computer Engineers
Cost Estimators
Database Administrators
Dietetic Technicians
Drywall Installers
Hand Packers and Packagers
Host, Hostesses – Restaurant, Lounge or Coffee Shop
Industrial Production Managers
Janitor and Cleaners – Except Maids and Housekeeping Cleaners
Laborers, Landscaping and Groundskeeping
Lathers
Licensed Vocational Nurses
Medical Appliance Makers
Medical Records Technicians
Medical Assistants
Packaging and Filling Machine Operators and Tenders
Plumbers, Pipefitters and Steamfitters
Receptionists and Information Clerks
Registered Nurses

CCOIS

Riverside County Economic Development Agency

1999

Occupational Outlook

Automotive Body and Related Repairers

OES Code: 853050

15 Firms Responded Representing 66 Total Employees



Description

Automotive Body and Related Repairers repair, repaint, refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.00 – 7.00 Median \$ 6.33

New to Firm, Experience

Range \$ 9.00 – 21.58 Median \$ 18.75

Three+ Years with Firm Experience

Range \$ 12.00 – 38.00 Median \$ 29.87

- 6% Union, 94% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	13%		38%				50%	
Dental			44%				56%	
Vision			13%				88%	
Life	6%		13%				81%	
Sick Leave	13%		25%				63%	
Vacation	13%		31%				56%	
Retirement	6%		25%				69%	
Child Care							100%	
Other								



Work Patterns

- ▶ 100% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 100% male.
- ▶ 100% of firms responding have a day shift.
- ▶ 56% promote within their organization; 44% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Medium

Growth Rate: No Significant Change (19%)

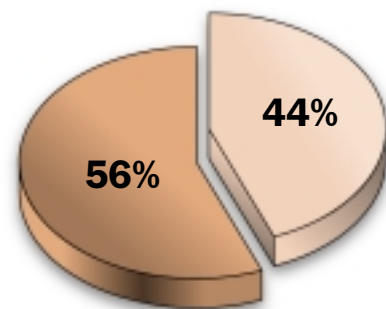
Job Openings: 240

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	6%	44%	50%
Employment Over Next 24 Months	0%	6%	94%



Education Requirement



- 44% Less than High School
- 56% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Automotive Body and Related Repairers

15 Firms Responded Representing 66 Total Employees

OES Code: 853050

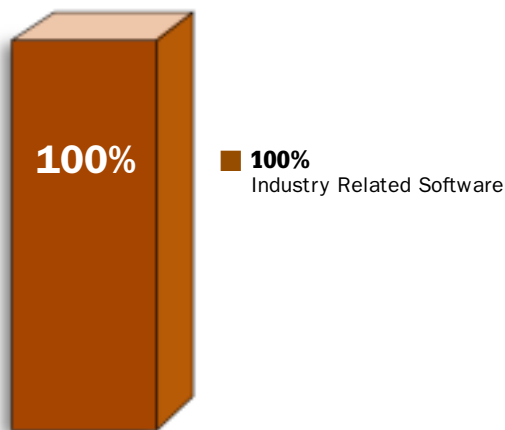
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	81%	13%	6%	12–60 Months
Other Occupational Experience Accepted	14%	86%		6–9 Months as a Lot Person, Helper, or Detailing
Technical or Vocational Training Required	69%	31%		Auto Body Repair, I-Car Certificate
Training Acceptable in Lieu of Experience	29%	71%		Related Field



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



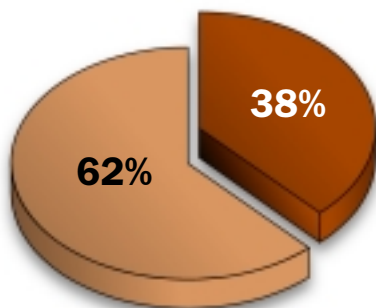
New Skills

- Employers did not indicate any new skills.



Training Providers

- Riverside Community College – Riverside



■ 38% Employees Leaving
■ 62% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- Paint Stores Referrals / Word of Mouth
- Walk-in Applicants

CCOIS 1999

Riverside County Economic Development Agency

Automotive Mechanics

OES Code: 853020

15 Firms Responded Representing 244 Total Employees



Description

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialization, such as Brake Repairers, Transmission Mechanics, or Front End Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialist.



Wages and Benefits

New to Firm, No Experience

Range \$ 7.00 – 7.00 Median \$ 7.00

New to Firm, Experience

Range \$ 7.00 – 16.00 Median \$ 10.00

Three+ Years with Firm Experience

Range \$ 12.00 – 25.00 Median \$ 19.00

- 7% Union, 93% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	27%		67%		7%			100%
Dental	27%		67%		7%			100%
Vision	27%		40%		13%		20%	100%
Life	27%		13%		13%		47%	100%
Sick Leave	40%		7%				53%	100%
Vacation	100%							100%
Retirement	67%						33%	100%
Child Care							100%	100%
Other								



Work Patterns

- ▶ 93% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 7% of employees in this occupation work part-time, averaging 22 hours per week.
- ▶ 100% male
- ▶ 100% of firms responding have a day shift, 13% Swing Shifts.
- ▶ 87% promote within their organization; 13% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Very Large

Growth Rate: Average (21.3%)

Job Openings: 1,100

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	53%	47%
Employment Over Next 24 Months	0%	13%	87%

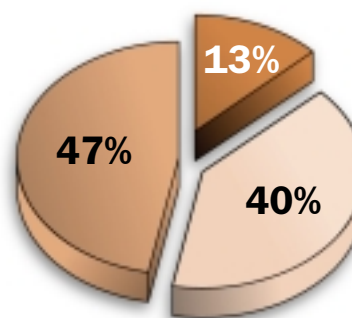


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	○	●
Inexperienced	●	○	○



Education Requirement



- 40% Less than High School
- 47% High School
- 13% Associate Degree

Automotive Mechanics

15 Firms Responded Representing 244 Total Employees

OES Code: 853020

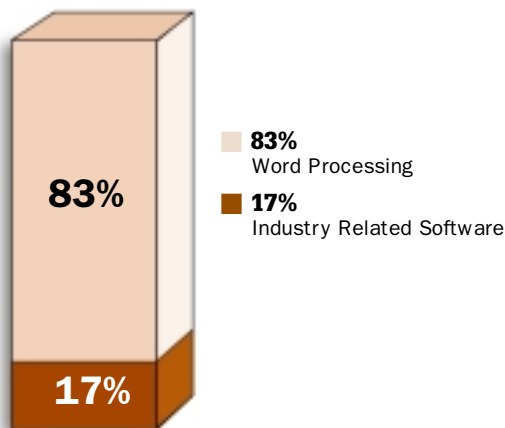
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	93%	7%		12–36 Months
Other Occupational Experience Accepted		100%		
Technical or Vocational Training Required	53%	47%		GM School, Ford School of Mechanics, ASC Certification
Training Acceptable in Lieu of Experience	57%	43%		Auto Mechanic



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- New Electrical Technology
- ASC Certification



Training Providers

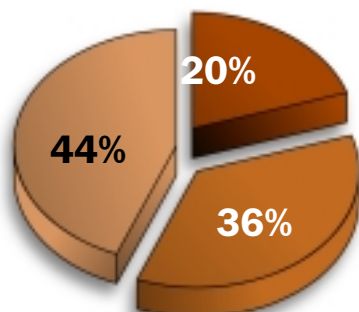
- Center for Employment Training – Indio
- College of the Desert – Palm Desert
- Mt. San Jacinto College – San Jacinto
- Palo Verde College – Blythe
- Riverside Community College – Riverside



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Walk-in Applicants



- 36% Promotions
- 20% Employees Leaving
- 44% New Positions

Source of Filled Vacancies

CCOIS 1999

Riverside County Economic Development Agency

Brick Masons

OES Code: 873020

15 Firms Responded Representing 203 Total Employees



Description

Brick Masons lay building materials, such as brick, structural tile, concrete, cinder, glass, gypsum, and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers, and other structures. Please include refractory brick masons.



Wages and Benefits

New to Firm, No Experience

Range \$ 8.00 – 12.00 Median \$ 10.00

New to Firm, Experience

Range \$ 9.93 – 20.00 Median \$ 18.00

Three+ Years with Firm Experience

Range \$ 15.00 – 30.00 Median \$ 20.00

- 7% Union, 93% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	20%		20%				60%	
Dental	20%		13%				67%	
Vision	20%		13%				67%	
Life	20%		7%				73%	
Sick Leave	20%		7%				73%	
Vacation	20%		7%				73%	
Retirement	20%		13%				67%	
Child Care							100%	
Other							60%	



Work Patterns

- ▶ 98% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 2% of employees in this occupation work temporary/on-call, averaging 40 hours per week.
- ▶ 100% male
- ▶ 100% of firms responding have a day shift.
- ▶ 53% promote within their organization; 47% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small

Growth Rate: Faster than Average (31.3%)

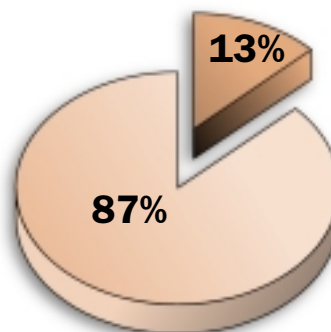
Job Openings: 140

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	27%	73%
Employment Over Next 24 Months	0%	27%	73%



Education Requirement



87% Less than High School
13% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	●	○	○

Brick Masons

15 Firms Responded Representing 203 Total Employees

OES Code: 873020

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	87%	7%	6%	5–60 Months
Other Occupational Experience Accepted	18%	82%		12–48 Months as a Tender or Construction Worker
Technical or Vocational Training Required	13%	87%		
Training Acceptable in Lieu of Experience	29%	71%		Apprenticeship Training



Computer Software Skills

- Employers indicated no computer skills required for this occupation.



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- Machinery Mixer
- Pour Concrete



Training Providers

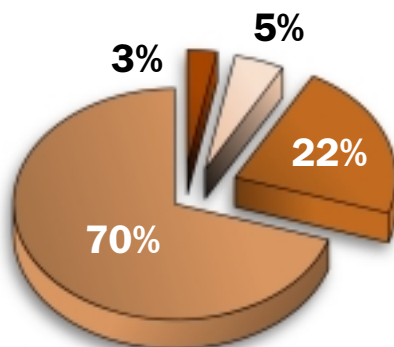
- Budget Contractors License – Temecula
- Contractors State License School – Riverside
- Laborers Training and Retraining – Anza
- Riverside Community College – Riverside



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Walk-in Applicants



22% Promotions
 70% New Positions
 3% Employees Leaving
 5% Temporary

Source of Filled Vacancies

CCOIS 1999

Riverside County Economic Development Agency

Bus and Truck Mechanics and Diesel Engine Specialists

OES Code: 853110

15 Firms Responded Representing 96 Total Employees



Description

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 7.00 – 9.00 Median \$ 8.00

New to Firm, Experience

Range \$ 6.00 – 11.51 Median \$ 10.00

Three+ Years with Firm Experience

Range \$ 12.00 – 22.44 Median \$ 20.00

UNION

New to Firm, No Experience

Range \$ 0.00 – 0.00 Median \$ 0.00

New to Firm, Experience

Range \$ 9.94 – 13.87 Median \$ 13.29

Three+ Years with Firm Experience

Range \$ 10.94 – 20.00 Median \$ 15.16

- 67% Union, 33% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	67%		27%				7%	
Dental	60%		33%				7%	
Vision	60%		27%				13%	
Life	67%		20%				13%	
Sick Leave	73%		20%				7%	
Vacation	80%		13%				7%	
Retirement	73%		20%				7%	
Child Care							100%	
Other								



Work Patterns

- ▶ 100% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 100% male.
- ▶ 100% of firms responding have a day shift, 20% swing shift, 7% graveyard shift.
- ▶ 93% promote within their organization; 7% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small

Growth Rate: Average (26%)

Job Openings: 210

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	60%	40%
Employment Over Next 24 Months	0%	53%	47%

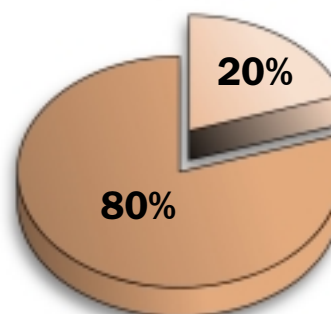


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	○	●	○



Education Requirement



- 20% Less than High School
- 80% High School

Bus and Truck Mechanics and Diesel Engine Specialists

15 Firms Responded Representing 96 Total Employees

OES Code: 853110

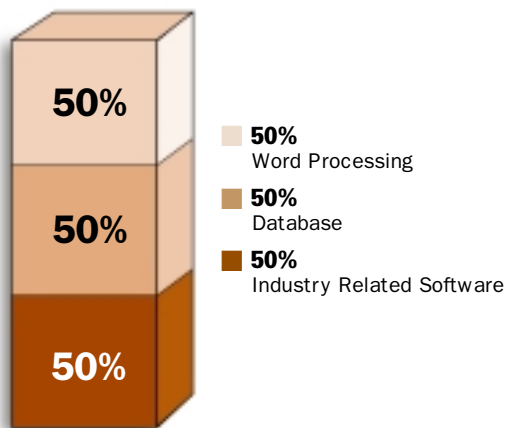
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	87%	7%	6%	12–48 Months
Other Occupational Experience Accepted		100%		
Technical or Vocational Training Required	47%	53%		UTI School, Diesel Engine, California Bus Certification
Training Acceptable in Lieu of Experience	64%	36%		Diesel & Bus Mechanic



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



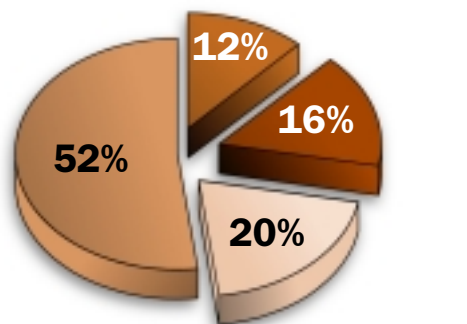
New Skills

- Basic knowledge of computers



Training Providers

- Mt. San Jacinto College – San Jacinto



12% Promotions 52% New Positions
16% Employees Leaving 20% Temporary

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- In-house Promotions or Transfers
- Walk-in Applicants

CCOIS **1999**

Riverside County Economic Development Agency

Carpenters

OES Code: 871020

15 Firms Responded Representing 1,772 Total Employees



Description

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.75 – 12.00 Median \$ 8.00

New to Firm, Experience

Range \$ 7.50 – 17.00 Median \$ 12.00

Three+ Years with Firm Experience

Range \$ 15.00 – 25.00 Median \$ 20.00

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	12%		27%		7%		47%	100%
Dental	7%		20%				67%	100%
Vision			13%				80%	100%
Life	7%						87%	100%
Sick Leave	7%						87%	100%
Vacation	27%						67%	100%
Retirement	27%						67%	100%
Child Care	7%						87%	100%
Other								



Work Patterns

- ▶ 75% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 22% of employees in this occupation work part-time, averaging 25 hours per week.
- ▶ 3% of employees in this occupation work temporary/on-call, averaging 35 hours per week.
- ▶ 100% male
- ▶ 100% of firms responding have a day shift.
- ▶ 80% promote within their organization; 20% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Very Large

Growth Rate: Faster than Average (30%)

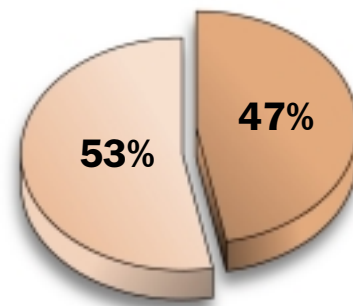
Job Openings: 1,470

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	53%	47%
Employment Over Next 24 Months	0%	33%	67%



Education Requirement



■ 53% Less than High School
■ 47% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Carpenters

15 Firms Responded Representing 1,772 Total Employees

OES Code: 871020

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	80%	20%		6–48 Months
Other Occupational Experience Accepted		100%		
Technical or Vocational Training Required		100%		
Training Acceptable in Lieu of Experience	42%	58%		



Computer Software Skills

- Employers indicated no computer skills required for this occupation.



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- Ability to read blueprints
- Supervising Skills
- Math Skills



Training Providers

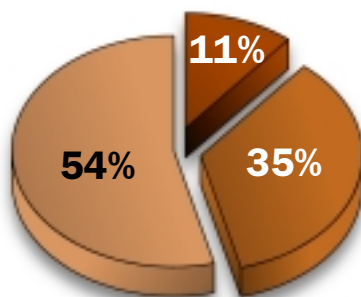
- Contractors State License School – Riverside
- Riverside Community College – Riverside



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Walk-in Applicants



- 35% Promotions
- 11% Employees Leaving
- 54% New Positions

Source of Filled Vacancies

CCOIS 1999

Riverside County Economic Development Agency

Combined Food Preparation and Service Workers

OES Code: 650410

15 Firms Responded Representing 639 Total Employees



Description

Combined Food Preparation and Service Workers do both food preparation and food service. Please do not include workers who spend more than 80 percent of their time in only one of these two areas.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 13.00 Median \$ 6.00

New to Firm, Experience

Range \$ 5.75 – 12.00 Median \$ 6.00

Three+ Years with Firm Experience

Range \$ 5.75 – 20.00 Median \$ 8.50

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	13%		47%	9%			33%	91%
Dental	7%		33%	9%			60%	91%
Vision	7%		27%				60%	100%
Life	20%		13%				67%	100%
Sick Leave	20%		7%		7%		67%	100%
Vacation	40%	9%					53%	91%
Retirement							93%	100%
Child Care	7%						87%	100%
Other*	7%							9%

* Tuition Reimbursement



Work Patterns

- ▶ 22% of employees in this occupation work full-time, averaging 38 hours per week.
- ▶ 46% of employees in this occupation work part-time, averaging 18 hours per week.
- ▶ 31% of employees in this occupation work temporary/on-call, averaging 20 hours per week.
- ▶ 43% male, 57% female
- ▶ 93% of firms responding have a day shift, 100% swing shift, 13% graveyard shift, and 7% closing shift.
- ▶ 87% promote within their organization; 13% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Very Large

Growth Rate: Slower than Average (.9%)

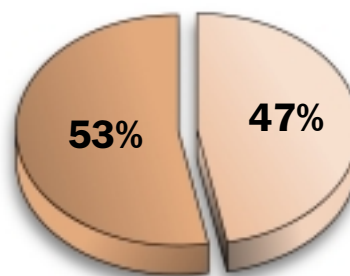
Job Openings: 1,370

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	7%	13%	80%
Employment Over Next 24 Months	0%	20%	80%



Education Requirement



- 47% Less than High School
- 53% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Combined Food Preparation and Service Workers

15 Firms Responded Representing 639 Total Employees

OES Code: 650410

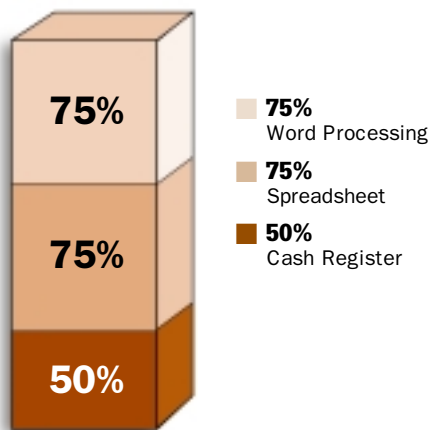
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	27%	67%	6%	6–24 Months
Other Occupational Experience Accepted	75%	25%		6 Months as a Cook or Baker
Technical or Vocational Training Required		100%		
Training Acceptable in Lieu of Experience	60%	40%		



Computer Software Skills



Emerging Occupations

- Technical Support



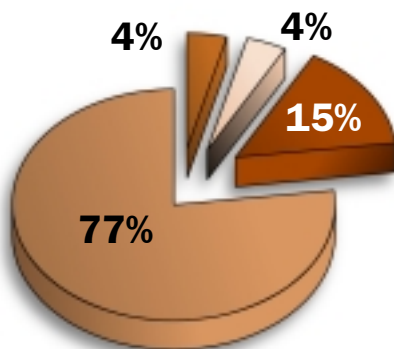
New Skills

- Employers did not indicate any new skills.



Training Providers

- College of the Desert – Palm Desert
- Riverside Community College – Riverside
- Education Options Center – Riverside
- ROP – Centennial High School – Corona
- ROP – La Sierra High School – Riverside
- ROP – Moreno Valley High School – Moreno Valley
- ROP – Norte Vista High School – Riverside
- ROP – Perris High School – Perris
- ROP – Poly High School – Riverside
- ROP – Riverside Culinary School – Riverside
- ROP – Rubidoux High School – Riverside
- ROP – Elsinore High School – Wildomar



4% Promotions 77% New Positions
15% Employees Leaving 4% Temporary

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Walk-in Applicants
- Employee Referrals
- In-house Promotions or Transfers

CCOIS **1999**

Riverside County Economic Development Agency

Computer Engineers

OES Code: 221270

15 Firms Responded Representing 109 Total Employees



Description

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected workloads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems.



Wages and Benefits

New to Firm, No Experience

Range \$ 7.00 – 7.00 Median \$ 7.00

New to Firm, Experience

Range \$ 8.00 – 23.97 Median \$ 13.42

Three+ Years with Firm Experience

Range \$ 15.00 – 28.77 Median \$ 20.00

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	60%		40%				7%	100%
Dental	47%		40%		7%		40%	100%
Vision	27%		27%		7%		27%	100%
Life	40%		33%		7%		40%	100%
Sick Leave	60%		7%				7%	100%
Vacation	100%						13%	100%
Retirement	80%		13%				100%	100%
Child Care								100%
Other*	7%							

* Holiday Pay



Work Patterns

- ▶ 98% of employees in this occupation work full time, averaging 40 hours per week.
- ▶ 1% of employees in this occupation work part time, averaging 20 hours per week.
- ▶ 1% of employees in this occupation work temporary/on-call, averaging 20 hours per week.
- ▶ 82% male, 18% female
- ▶ 100% of firms responding work a day shift, 13% swing shift, 7% graveyard shift, and 7% work flexible hours.
- ▶ 53% promote within their organization; 47% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small

Growth Rate: Faster than Average (77.8%)

Job Openings: 160

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	47%	53%
Employment Over Next 24 Months	0%	33%	67%

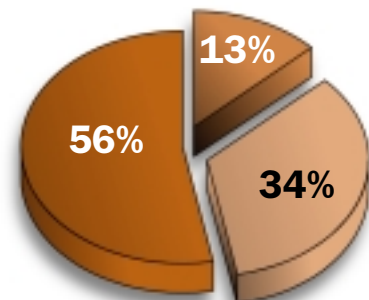


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	●	○	○



Education Requirement



- 34% High School
- 13% Associate Degree
- 53% Bachelor Degree

Computer Engineers

15 Firms Responded Representing 109 Total Employees

OES Code: 221270

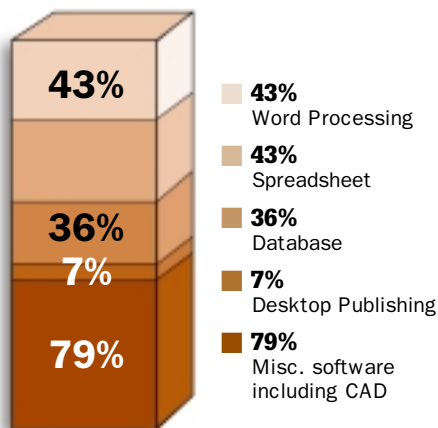
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	93%	7%		6–180 Months
Other Occupational Experience Accepted	8%	92%		12 Months Programming Experience
Technical or Vocational Training Required	60%	33%	7%	Windows NT Certification, Computer Engineer
Training Acceptable in Lieu of Experience	50%	50%		Computer Technical Training



Computer Software Skills



Emerging Occupations

- Wide Area Network Consultant



New Skills

- Latest Computer System Technology Skills



Training Providers

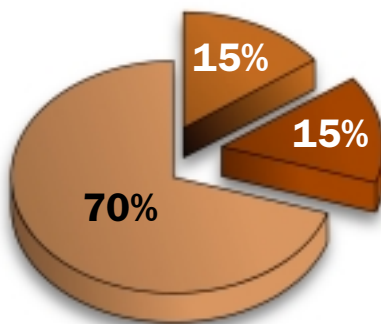
- College of the Desert-Palm Desert
- EdNet Career Institute-Woodland Hills
- Net 10 Technologies-Rancho Cucamonga
- New Horizon-Colton
- Palo Verde-Blythe
- Software Education of America-Riverside



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- Walk-in Applicants
- Private Employment Agencies



- 15% Promotions
- 15% Employees Leaving
- 70% New Positions

Source of Filled Vacancies

CCOIS **1999**

Riverside County Economic Development Agency

Cost Estimators

OES Code: 219020

15 Firms Responded Representing 44 Total Employees



Description

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.



Wages and Benefits

New to Firm, No Experience

Range \$ 0.00 – 0.00 Median \$ 0.00

New to Firm, Experience

Range \$ 11.00 – 22.00 Median \$ 15.98

Three+ Years with Firm Experience

Range \$ 14.38 – 30.00 Median \$ 20.00

- 7% Union, 93% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%		47%		7%		7%	100%
Dental	20%		13%		7%		53%	100%
Vision	7%		7%		13%		67%	100%
Life	20%		7%		7%		60%	100%
Sick Leave	47%						47%	100%
Vacation	60%	7%	7%				27%	100%
Retirement	33%						60%	100%
Child Care							93%	100%
Other*	7%						7%	

* Education Reimbursement



Work Patterns

- ▶ 91% of employees in this occupation work full time, averaging 46 hours per week.
- ▶ 7% of employees in this occupation work part time, averaging 25 hours per week.
- ▶ 2% of employees in this occupation work temporary/on-call, averaging 20 hours per week.
- ▶ 93% male, 7% female
- ▶ 100% of firms responding work day shift.
- ▶ 53% promote within their organization; 47% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Medium

Growth Rate: Faster than Average (40%)

Job Openings: 320

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	80%	20%
Employment Over Next 24 Months	7%	53%	40%

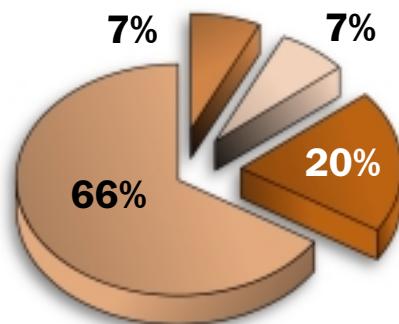


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



Education Requirement



- 7% Less than High School
- 66% High School
- 7% Associate Degree
- 20% Bachelor Degree

Cost Estimators

15 Firms Responded Representing 44 Total Employees

OES Code: 219020

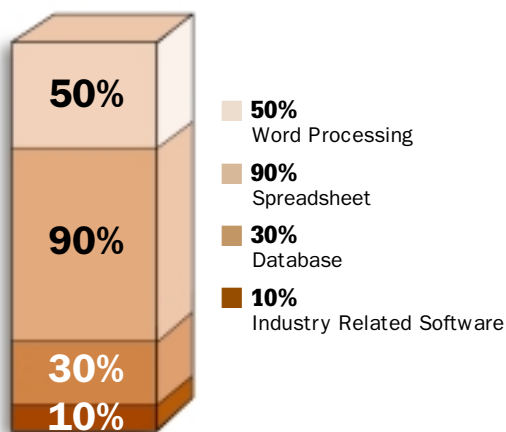
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	100%			3–48 Months as an Estimator
Other Occupational Experience Accepted	15%	85%		
Technical or Vocational Training Required	27%	73%		Engineering, Drafting, Municipal Codes
Training Acceptable in Lieu of Experience	53%	47%		



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



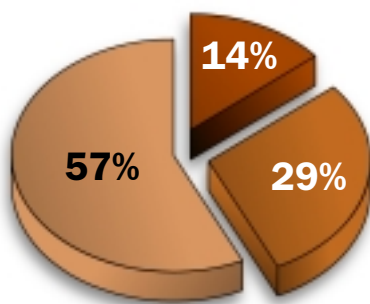
New Skills

- Computer Skills



Training Providers

- Riverside Community College – Riverside



- 29% Promotions
- 14% Employees Leaving
- 57% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- In-house Promotions or Transfers
- Newspaper Ads

CCOIS 1999

Riverside County Economic Development Agency

Database Administrators

OES Code: 251030

15 Firms Responded Representing 46 Total Employees



Description

Database Administrators coordinate physical changes to computer databases and code, test and implement the database applying knowledge of database management systems. May design logical and physical database and coordinate database development as part of a project team.



Wages and Benefits

New to Firm, No Experience

Range \$ 7.00 – 13.90 Median \$ 10.45

New to Firm, Experience

Range \$ 9.00 – 27.28 Median \$ 17.68

Three+ Years with Firm Experience

Range \$ 10.00 – 30.24 Median \$ 20.23

- 13% Union, 87% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	73%		14%	20%	7%			100%
Dental	53%		14%	20%	7%		20%	100%
Vision	27%		14%	13%	14%	20%	40%	100%
Life	60%		7%	7%		27%	100%	
Sick Leave	100%							100%
Vacation	93%						7%	100%
Retirement	40%		21%	27%	14%	13%	20%	100%
Child Care			7%		14%	13%	80%	100%
Other*	53%						13%	

* Education Reimbursement, Holiday Pay



Work Patterns

- ▶ 98% of employees in this occupation work full-time, averaging 42 hours per week.
- ▶ 2% of employees in this occupation work part-time, averaging 30 hours per week.
- ▶ 76% male, 24% female
- ▶ 100% of firms responding have a day shift.
- ▶ 80% promote within their organization; 20% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Small

Growth Rate: No Significant Change

Job Openings: Under 30

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	73%	27%
Employment Over Next 24 Months	0%	60%	40%

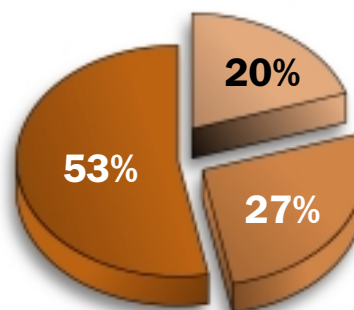


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	○	●	○



Education Requirement



- 20% High School
- 27% Associate Degree
- 53% Bachelor Degree

Database Administrators

15 Firms Responded Representing 46 Total Employees

OES Code: 251030

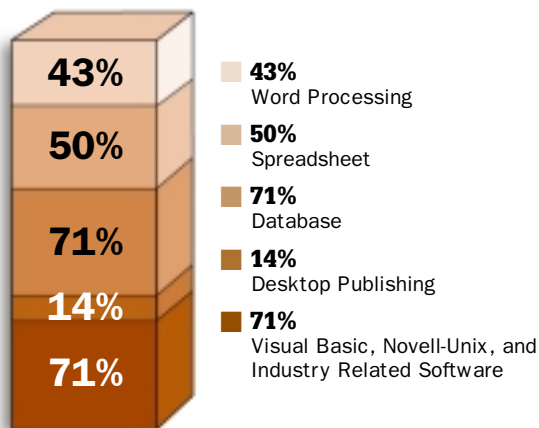
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	87%	13%		6–48 Months
Other Occupational Experience Accepted	17%	83%		24–36 Months Information Technology
Technical or Vocational Training Required	60%	40%		Computer Science, Computer Programming, Information Technology
Training Acceptable in Lieu of Experience	23%	77%		Computer Health Care



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



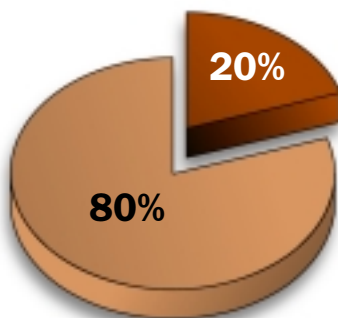
New Skills

- Management Skills



Training Providers

- Crest Computer Institute – Rancho Cucamonga
- EdNet Career Institute – Woodland Hills
- Intercoast Colleges – Santa Ana
- New Horizon – Colton
- Premier Career College – Irwindale
- Skadron College/Corinthian School – San Bernardino



20% Employees Leaving
80% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- Internet
- Employee Referrals

CCOIS 1999

Riverside County Economic Development Agency

Dietetic Technicians

OES Code: 325230

15 Firms Responded Representing 99 Total Employees



Description

Dietetic Technicians, under direct supervision of Dietitians or following established nutritional guidelines, advise on food or nutrition.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 9.35 Median \$ 6.25

New to Firm, Experience

Range \$ 5.75 – 16.00 Median \$ 7.50

Three+ Years with Firm Experience

Range \$ 6.75 – 15.89 Median \$ 8.10

• 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%		40%	17%	20%		7%	83%
Dental	27%		33%	17%	27%		13%	83%
Vision	13%		27%	17%	13%		47%	83%
Life	7%		13%	17%	33%		47%	83%
Sick Leave	67%			17%	7%		27%	83%
Vacation	93%			17%			7%	83%
Retirement	13%		33%	17%	20%		33%	100%
Child Care							100%	67%
Other*	93%							27%

* Holiday Pay



Work Patterns

- ▶ 87% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 13% of employees in this occupation work part-time, averaging 28 hours per week.
- ▶ 13% male, 87% female
- ▶ 100% of firms responding have a day shift, 47% swing shift, and 13% graveyard shifts.
- ▶ 40% promote within their organization; 60% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Small

Growth Rate: Much Faster than Average (50%)

Job Openings: 30

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	87%	13%
Employment Over Next 24 Months	6%	87%	7%

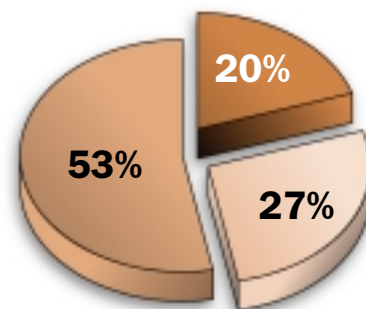


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	○	●	○



Education Requirement



- 27% Less than High School
- 53% High School
- 20% Associate Degree

Dietetic Technicians

15 Firms Responded Representing 99 Total Employees

OES Code: 325230

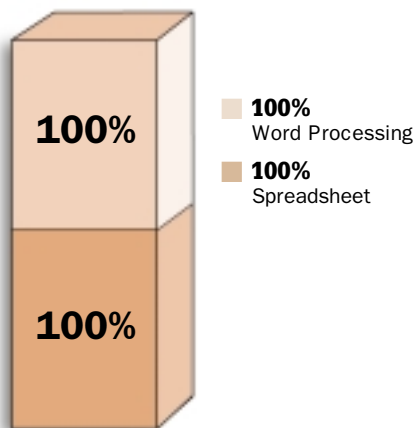
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	60%	27%	13%	6–24 Months
Other Occupational Experience Accepted	36%	64%		12–36 Months as an Institutional Cook
Technical or Vocational Training Required	27%	73%		Dietary Nutrition, Food Handler
Training Acceptable in Lieu of Experience	82%	18%		Restaurant Cook, Industry Related Dietary Work



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



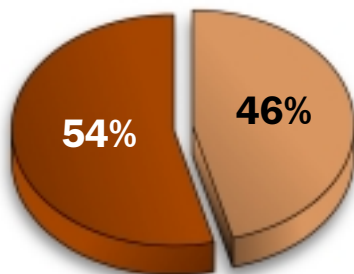
New Skills

- Employers did not indicate any new skills.



Training Providers

- Upon completion of our research of this occupation, no Training Providers was found in Riverside County.



■ 54% Employees Leaving
■ 46% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper
- Employee Referrals
- In-house Promotions or Transfers

CCOIS **1999**

Riverside County Economic Development Agency

Drywall Installers

OES Code: 871080

15 Firms Responded Representing 480 Total Employees



Description

Drywall Installers apply plasterboard or other wallboard to ceiling and interior walls of buildings.



Wages and Benefits

New to Firm, No Experience

Range \$ 8.00 – 8.00 Median \$ 8.00

New to Firm, Experience

Range \$ 15.00 – 22.00 Median \$ 18.00

Three+ Years with Firm Experience

Range \$ 15.00 – 27.50 Median \$ 20.00

• 7% Union, 93% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	20%		13%				47%	89%
Dental	13%		13%				53%	89%
Vision	7%						73%	89%
Life	13%		7%				60%	89%
Sick Leave	13%						67%	89%
Vacation							80%	89%
Retirement	7%						73%	89%
Child Care							80%	89%
Other							7%	



Work Patterns

- ▶ 72% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 26% of employees in this occupation work part-time, averaging 31 hours per week.
- ▶ 2% of employees in this occupation work temporary/on-call, averaging 32 hours per week.
- ▶ 99% male, 1% female
- ▶ 100% of firms responding have a day shift.
- ▶ 87% promote within their organization; 13% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small

Growth Rate: Faster than Average (32.7%)

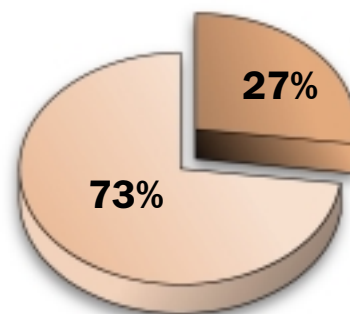
Job Openings: 290

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	7%	13%	80%
Employment Over Next 24 Months	0%	33%	67%



Education Requirement



73% Less than High School
27% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	○	●
Inexperienced	○	○	●

Drywall Installers

15 Firms Responded Representing 480 Total Employees

OES Code: 871080

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	93%		7%	3–60 Months
Other Occupational Experience Accepted	14%	86%		6–24 Months in Framing or Other Construction
Technical or Vocational Training Required	13%	87%		None Stated
Training Acceptable in Lieu of Experience	27%	73%		Drywall Installer



Computer Software Skills

- Employers indicated no computer skills required for this occupation.



Emerging Occupations

- Employers did not indicate any emerging occupations.



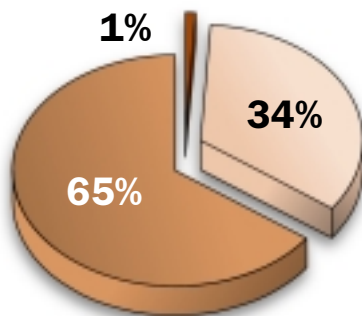
New Skills

- Math Skills



Training Providers

- Budget Contractors License – Temecula
- Contractors State License School – Riverside
- Laborers Training and Retraining – Anza



- 1% Employees Leaving
- 65% New Positions
- 34% Temporary

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Walk-in Applicants
- Word of Mouth

CCOIS **1999**

Riverside County Economic Development Agency

Hand Packers and Packagers

OES Code: 989020

15 Firms Responded Representing 616 Total Employees



Description

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 5.75 – 7.00 Median \$ 5.75

New to Firm, Experience

Range \$ 5.75 – 7.55 Median \$ 5.88

Three+ Years with Firm Experience

Range \$ 5.75 – 10.00 Median \$ 7.13

UNION

New to Firm, No Experience

Range \$ 5.75 – 8.40 Median \$ 6.25

New to Firm, Experience

Range \$ 5.75 – 8.40 Median \$ 6.50

Three+ Years with Firm Experience

Range \$ 6.95 – 9.60 Median \$ 7.50

- 33% Union, 67% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	53%		13%	13%	40%			40%
Dental	13%		20%	7%	20%		27%	60%
Vision	20%		7%	7%	20%		33%	60%
Life	47%						27%	80%
Sick Leave	33%	7%	20%	7%	20%		40%	40%
Vacation	60%	7%	20%	7%	20%		13%	40%
Retirement	27%		13%	13%	7%		27%	40%
Child Care				40%			73%	80%
Other*	40%							40%

* Holiday Pay



Work Patterns

- ▶ 77% of employees in this occupation work full-time, averaging 42 hours per week.
- ▶ 15% of employees in this occupation work part-time, averaging 25 hours per week.
- ▶ 8% of employees in this occupation work seasonal, averaging 40 hours per week.
- ▶ 43% male, 57% female
- ▶ 93% of firms responding have a day shift, 60% swing shift, and 33% graveyard shift.
- ▶ 87% promote within their organization; 13% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Very Large

Growth Rate: Faster than Average (31.5%)

Job Openings: 1,440

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	67%	33%
Employment Over Next 24 Months	0%	60%	40%

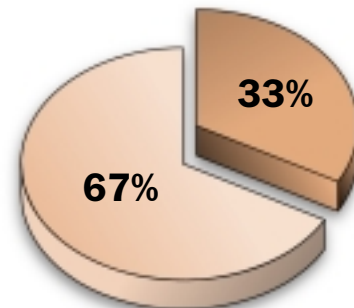


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	●	○	○
Inexperienced	●	○	○



Education Requirement



67% Less than High School
33% High School

Hand Packers and Packagers

15 Firms Responded Representing 616 Total Employees

OES Code: 989020

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	7%	93%		2 Months
Other Occupational Experience Accepted		100%		
Technical or Vocational Training Required		100%		
Training Acceptable in Lieu of Experience	100%			



Computer Software Skills

- Employers indicated no computer skills required for this occupation.



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- Customer Service



Training Providers

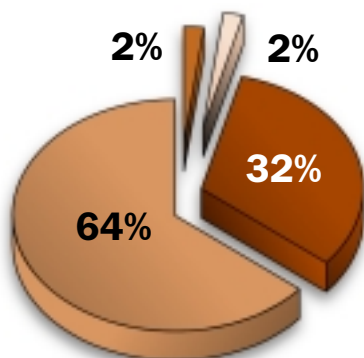
- Upon completion of our research of this occupation, no training provider was found in Riverside County.



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Walk-in Applicants
- Newspaper Ads



2% Promotions 64% New Positions
32% Employees Leaving 2% Temporary

Source of Filled Vacancies

CCOIS **1999**

Riverside County Economic Development Agency

Hosts, Hostesses — Restaurant, Lounge or Coffee Shops

OES Code: 650020

15 Firms Responded Representing 119 Total Employees



Description

Hosts and Hostesses-Restaurant, Lounge or Coffee Shops, welcome patrons, seat them at tables or in lounge, and insure quality of facilities and service.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 5.75 Median \$ 5.75

New to Firm, Experience

Range \$ 5.75 – 6.75 Median \$ 6.00

Three+ Years with Firm Experience

Range \$ 6.25 – 9.00 Median \$ 7.00

• 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical			27%	7%				93%
Dental			13%				13%	100%
Vision							27%	100%
Life			7%	7%			20%	93%
Sick Leave			7%	7%			20%	93%
Vacation			7%				13%	100%
Retirement							20%	100%
Child Care							27%	100%
Other								



Work Patterns

- ▶ 7% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 93% of employees in this occupation work part-time, averaging 27 hours per week.
- ▶ 10% male, 90% female
- ▶ 87% of firms responding have a day shift, 63% swing shift, 43% graveyard shift.
- ▶ 100% promote within their organization.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Medium

Growth Rate: Faster than Average (30.6%)

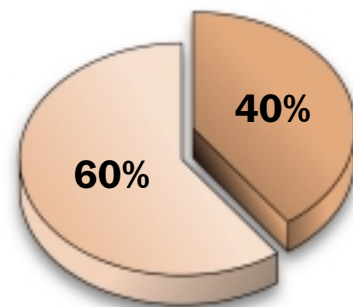
Job Openings: 480

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	87%	13%
Employment Over Next 24 Months	0%	73%	27%



Education Requirement



60% Less than High School
40% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	●	○	○
Inexperienced	●	○	○

Hosts, Hostesses — Restaurant, Lounge or Coffee Shops

15 Firms Responded Representing 119 Total Employees

OES Code: 650020

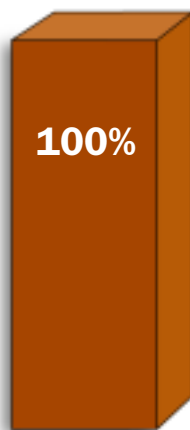
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	27%	73%		6–12 Months
Other Occupational Experience Accepted	100%			6–12 Months as a Food Service Representative
Technical or Vocational Training Required		100%		
Training Acceptable in Lieu of Experience	25%	75%		



Computer Software Skills



■ 100%
Industry Related Software



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- Employers did not indicate any new skills.



Training Providers

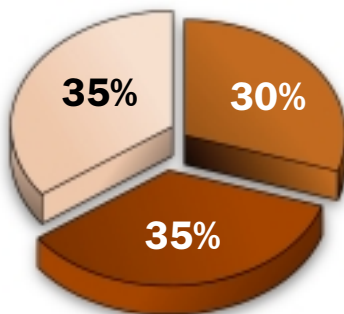
- College of the Desert – Palm Desert
- Education Options Center – Riverside
- Riverside Community College – Riverside
- ROP – Centennial High School – Corona
- ROP – La Sierra High School – Riverside
- ROP – Moreno Valley High School – Moreno Valley
- ROP – Norte Vista High School – Riverside
- ROP – Perris High School – Perris
- ROP – Poly High School – Riverside
- ROP – Riverside Culinary School – Riverside
- ROP – Rubidoux High School – Riverside
- ROP – Elsinore High School – Wildomar



Recruitment

Most Successful Recruitment Methods

- Walk-in Applicants
- Employee Referrals
- Newspaper Ads



■ 30% Promotions
■ 35% Employees Leaving
■ 35% Temporary

Source of Filled Vacancies

CCOIS **1999**

Riverside County Economic Development Agency

Industrial Production Managers

OES Code: 150140

16 Firms Responded Representing 76 Total Employees



Description

Industrial Production Managers plan, organize, direct, control or coordinate the operations (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.



Wages and Benefits

New to Firm, No Experience

Range \$ 0.00 – 0.00 Median \$ 0.00

New to Firm, Experience

Range \$ 11.51 – 28.00 Median \$ 20.38

Three+ Years with Firm Experience

Range \$ 14.92 – 32.00 Median \$ 23.97

- 13% Union, 87% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	63%		37%					
Dental	43%		38%		13%		6%	
Vision	25%		25%		13%		37%	
Life	75%		19%				6%	
Sick Leave	69%						31%	
Vacation	100%							
Retirement	31%		44%		6%		19%	
Child Care					6%		94%	
Other*	31%				6%		19%	

* Education Reimbursement



Work Patterns

- ▶ 100% of employees in this occupation work full time, averaging 45 hours per week.
- ▶ 80% male, 20% female
- ▶ 100% of firms responding have a day shift, 44% swing shift, and 38% include a graveyard shift.
- ▶ 69% promote within their organization; 31% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Medium

Growth Rate: Faster than Average (26.3%)

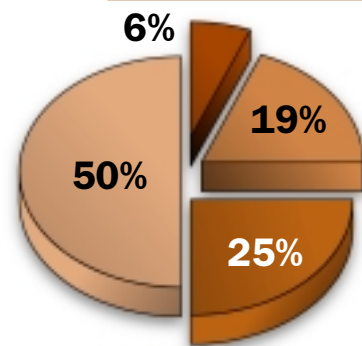
Job Openings: 240

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	87%	13%
Employment Over Next 24 Months	6%	75%	19%



Education Requirement



- 50% High School
- 19% Associate Degree
- 25% Bachelor Degree
- 6% Graduate Study



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* All surveyed employers required previous experience.

Industrial Production Managers

16 Firms Responded Representing 76 Total Employees

OES Code: 150140

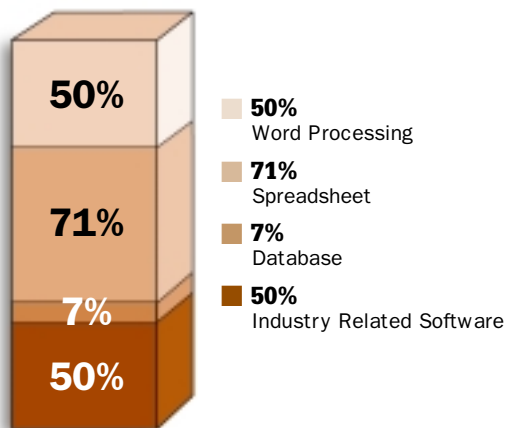
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	100%			6–60 Months
Other Occupational Experience Accepted	75%	25%		6–60 Months of Related Production Experience
Technical or Vocational Training Required	31%	50%	19%	CAD Design Computer Eng, Plastic Injection, Tool & Dye
Training Acceptable in Lieu of Experience	50%	50%		Shop Practices, Industry Related



Computer Software Skills



Emerging Occupations

- Management Information Systems within the Production Industry



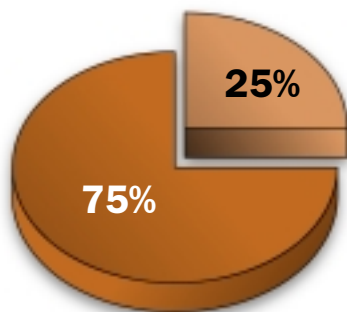
New Skills

- Communication
- CNC Knowledge
- Education Update



Training Providers

- Riverside Community College – Riverside



- 75% Promotions
- 25% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper
- In-house Promotions or Transfers
- Employee Referrals

CCOIS 1999

Riverside County Economic Development Agency

Janitors & Cleaners – Except Maids & Housekeeping Cleaners

OES Code: 670050

15 Firms Responded Representing 498 Total Employees



Description

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition.. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Please do not include Maids and Housekeeping.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 5.75 – 8.50 Median \$ 6.00

New to Firm, Experience

Range \$ 5.75 – 8.50 Median \$ 6.00

Three+ Years with Firm Experience

Range \$ 6.50 – 12.78 Median \$ 8.50

UNION

New to Firm, No Experience

Range \$ 8.00 – 8.00 Median \$ 8.00

New to Firm, Experience

Range \$ 7.70 – 11.95 Median \$ 9.51

Three+ Years with Firm Experience

Range \$ 10.08 – 15.92 Median \$ 12.80

- 27% Union, 73% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	20%		47%	20%			13%	80%
Dental	20%		40%	20%			20%	80%
Vision	20%		13%	20%			47%	80%
Life	20%		40%	20%			20%	80%
Sick Leave	60%			20%			20%	80%
Vacation	60%		7%	20%			13%	80%
Retirement	53%			20%			27%	80%
Child Care				20%			80%	100%
Other								



Work Patterns

- ▶ 90% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 10% of employees in this occupation work part-time, averaging 17 hours per week.
- ▶ 77% male, 23% female
- ▶ 80% of firms responding have a day shift. 47% swing shift, and 40% graveyard shift.
- ▶ 87% promote within their organization; 13% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Very Large

Growth Rate: Faster than Average (27.1%)

Job Openings: 2,150

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	33%	67%
Employment Over Next 24 Months	0%	40%	60%

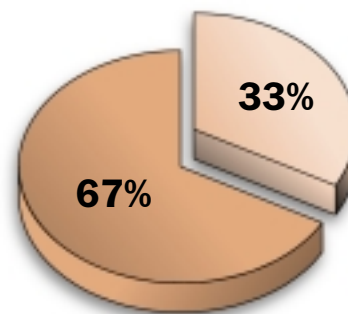


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	●	○	○
Inexperienced	●	○	○



Education Requirement



■ 33% Less than High School
■ 67% High School

Janitors & Cleaners—Except Maids & Housekeeping Cleaners

15 Firms Responded Representing 498 Total Employees

OES Code: 670050

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	27%	40%	33%	6–24 Months
Other Occupational Experience Accepted		100%		
Technical or Vocational Training Required		100%		
Training Acceptable in Lieu of Experience		100%		



Computer Software Skills

- Employers indicated no computer skills required for this occupation.



Emerging Occupations

- Employers did not indicate any emerging occupations.



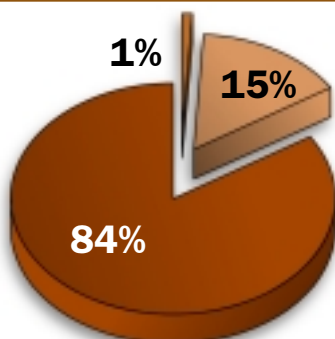
New Skills

- Equipment Knowledge



Training Providers

- Upon completion of our research of this occupation, no training providers was found in Riverside County.



- 1% Promotions
- 84% Employees Leaving
- 15% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Walk-in Applicants
- Newspaper Ads
- Employee Referrals

CCOIS **1999**

Riverside County Economic Development Agency

Laborers, Landscaping and Groundskeeping

OES Code: 790410

15 Firms Responded Representing 695 Total Employees



Description

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 6.50 Median \$ 5.75

New to Firm, Experience

Range \$ 5.75 – 9.50 Median \$ 6.75

Three+ Years with Firm Experience

Range \$ 6.00 – 15.00 Median \$ 9.10

• 13% Union, 87% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	13%		27%				60%	
Dental	13%		13%				74%	
Vision	13%						87%	
Life	7%				7%		86%	
Sick Leave	27%						73%	
Vacation	13%						27%	
Retirement	7%		20%				73%	
Child Care							100%	
Other*	40%							

* Holiday Pay



Work Patterns

- ▶ 99% of employees in this occupation work full-time, averaging 41 hours per week.
- ▶ 1% of employees in this occupation work temporary/on-call or seasonal, averaging 25 hours per week.
- ▶ 99% male, 1% female
- ▶ 100% of firms responding have a day shift.
- ▶ 93% promote within their organization; 7% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Very Large

Growth Rate: Average (23.6%)

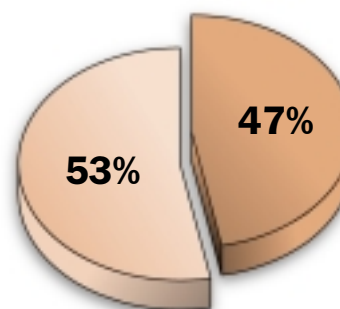
Job Openings: 1,160

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	13%	87%
Employment Over Next 24 Months	0%	20%	80%



Education Requirement



53% Less than High School
47% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	●	○
Inexperienced	●	○	○

Laborers, Landscaping and Groundskeeping

15 Firms Responded Representing 695 Total Employees

OES Code: 790410

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	40%	40%	20%	6–12 Months
Other Occupational Experience Accepted	75%	25%		6 Months General Laborer, Lawn Care, or Trench Digging
Technical or Vocational Training Required	7%	93%		
Training Acceptable in Lieu of Experience	78%	22%		Technical Training



Computer Software Skills

- Employers indicated no computer skills required for this occupation.



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- Continuing Education
- Pressure Wash



Training Providers

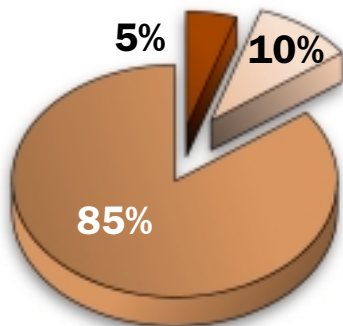
- Riverside Community College – Riverside
- ROP – La Sierra High School



Recruitment

Most Successful Recruitment Methods

- Newspaper
- Employee Referrals
- In-house Promotions or Transfers



- 5% Employees Leaving
- 85% New Positions
- 10% Temporary

Source of Filled Vacancies

CCOIS 1999

Riverside County Economic Development Agency

Lathers

OES Code: 871140

15 Firms Responded Representing 168 Total Employees



Description

Lathers fasten wooden, metal, or rockboard lath to walls, ceilings, and partitions of buildings to provide supporting base for plaster, fire-proofing, or acoustical material.



Wages and Benefits

New to Firm, No Experience

Range \$ 7.00 – 8.22 Median \$ 8.00

New to Firm, Experience

Range \$ 8.00 – 18.00 Median \$ 14.00

Three+ Years with Firm Experience

Range \$ 10.96 – 25.00 Median \$ 18.00

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical				14%		14%	53%	71%
Dental				14%		14%	53%	71%
Vision						14%	53%	86%
Life						14%	53%	86%
Sick Leave						14%	53%	71%
Vacation				14%		14%	53%	86%
Retirement						14%	53%	86%
Child Care						7%	53%	57%
Other							47%	27%



Work Patterns

- ▶ 37% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 7% of employees in this occupation work part-time, averaging 22 hours per week.
- ▶ 30% of employees in this occupation work temporary/on-call, averaging 40 hours per week.
- ▶ 27% of employees in this occupation work seasonal, averaging 35 hours per week.
- ▶ 99% male, 1% female
- ▶ 100% of firms responding have a day shift.
- ▶ 53% promote within their organization; 47% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Medium

Growth Rate: Faster than Average (34.%)

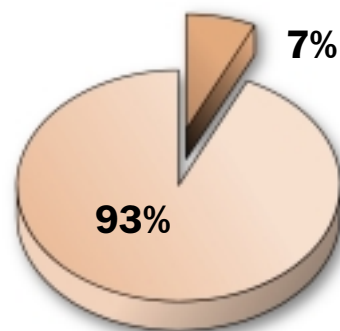
Job Openings: 290

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	33%	67%
Employment Over Next 24 Months	0%	47%	53%



Education Requirement



93% Less than High School
7% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Lathers

15 Firms Responded Representing 168 Total Employees

OES Code: 871140

Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	67%	13%	20%	2–60 Months
Other Occupational Experience Accepted	8%	92%		12 Months as a Drywall Installer
Technical or Vocational Training Required	13%	87%		Estimator
Training Acceptable in Lieu of Experience	8%	92%		Apprenticeship



Computer Software Skills

- Employers indicated no computer skills required for this occupation.



Emerging Occupations

- Employers did not indicate any emerging occupations.



New Skills

- Organizational Skills
- Measuring Skills
- Lath Skills



Training Providers

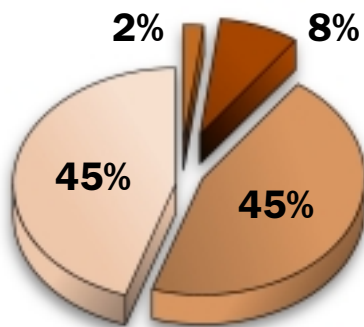
- Budget Contractors License – Temecula
- Contractors State License School – Riverside
- Laborers Training and Retraining – Anza



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Word of Mouth
- Walk-in Applicants



2% Promotions 45% New Positions
8% Employees Leaving 45% Temporary

Source of Filled Vacancies

CCOIS **1999**

Riverside County Economic Development Agency

Licensed Vocational Nurses

OES Code: 325050

16 Firms Responded Representing 197 Total Employees



Description

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.



Wages and Benefits

New to Firm, No Experience

Range \$ 9.00 – 12.00 Median \$ 11.50

New to Firm, Experience

Range \$ 11.50 – 15.28 Median \$ 13.60

Three+ Years with Firm Experience

Range \$ 12.30 – 17.00 Median \$ 15.00

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	75%		19%		6%			100%
Dental	75%		19%		6%			100%
Vision	50%		10%				37%	100%
Life	44%		6%		13%		37%	100%
Sick Leave	81%		13%				6%	100%
Vacation	81%		19%					100%
Retirement	63%		6%				31%	100%
Child Care							100%	100%
Other								



Work Patterns

- ▶ 87% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 7% of employees in this occupation work part-time, averaging 20 hours per week.
- ▶ 6% of employees in this occupation work temporary/on-call, averaging 8 hours per week.
- ▶ 12% male, 88% female
- ▶ 100% of firms responding have a day shift, 69% swing shift, and 94% graveyard or night shift.
- ▶ 50% promote within their organization; 50% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Large

Growth Rate: Much Faster than Average (35.9%)

Job Openings: 870

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	69%	31%
Employment Over Next 24 Months	0%	37%	63%

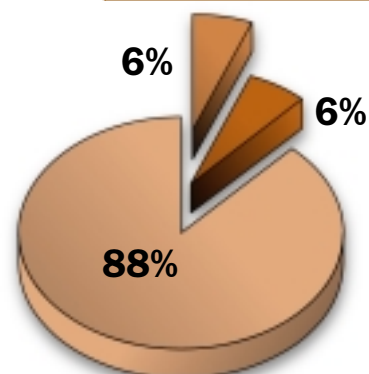


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	●	○	○
Inexperienced	●	○	○



Education Requirement



- 88% High School
- 6% Associate Degree
- 6% Bachelor Degree

Licensed Vocational Nurses

16 Firms Responded Representing 197 Total Employees

OES Code: 325050

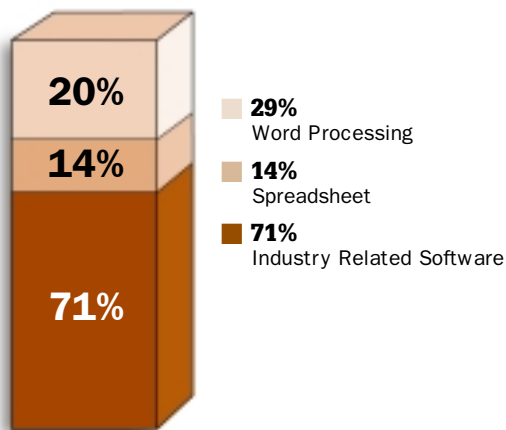
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	63%	25%	12%	6–24 Months
Other Occupational Experience Accepted	33%	67%		6–24 Months as a Certified Nurse Assistant
Technical or Vocational Training Required	94%	6%		LVN Program LVN State Board Certification
Training Acceptable in Lieu of Experience	8%	92%		Licensed Vocational Nurse



Computer Software Skills



Emerging Occupations

- Depression Nurse



New Skills

- Clinical Skills
- Continuing Education
- CPR
- Communication Skills
- Team Player
- Update on Latest Procedures



Training Providers

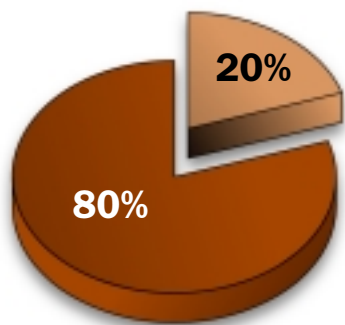
- California Paramedical & Technical College – Riverside
- College of the Desert – Palm Desert
- Four D Success Academy – Colton
- Marci College – San Diego
- Mt San Jacinto College – San Jacinto
- Riverside Community College – Riverside
- Summit Career College – Colton



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- Employees Referrals
- Employment Development Department



- 80% Employees Leaving
- 20% New Positions

Source of Filled Vacancies

CCOIS 1999

Riverside County Economic Development Agency

Medical Appliance Makers

OES Code: 899230

6 Firms Responded Representing 31 Total Employees



Description

Medical Appliance Makers perform precision tasks such as constructing, fitting, maintaining, and repairing medical supportive devices (braces, artificial limbs, arch supports, and other surgical and medical appliances) following the prescriptions and specifications of orthotists, prosthetists, or podiatrists. They may instruct patients in the use of the devices.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 5.75 Median \$ 5.75

New to Firm, Experience

Range \$ 9.59 – 19.18 Median \$ 13.02

Three+ Years with Firm Experience

Range \$ 12.00 – 28.77 Median \$ 17.03

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	67%		33%					33%
Dental	50%		50%					33%
Vision	17%		33%				50%	33%
Life	50%		17%				33%	33%
Sick Leave	100%							33%
Vacation	100%							33%
Retirement	33%		33%				33%	33%
Child Care							100%	33%
Other*	100%							17%

* Holiday Pay, Tuition Reimbursement



Work Patterns

- ▶ 87% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 13% of employees in this occupation work part-time, averaging 25 hours per week.
- ▶ 81% male, 19% female
- ▶ 100% of firms responding have a day shift.
- ▶ 33% promote within their organization; 67% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small

Growth Rate: No Significant Change (16.7%)

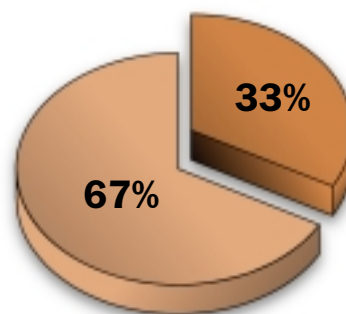
Job Openings: 10

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	67%	33%
Employment Over Next 24 Months	0%	33%	67%



Education Requirement



67% High School
33% Bachelor Degree



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	○	●
Inexperienced	○	○	●

Medical Appliance Makers

6 Firms Responded Representing 31 Total Employees

OES Code: 899230

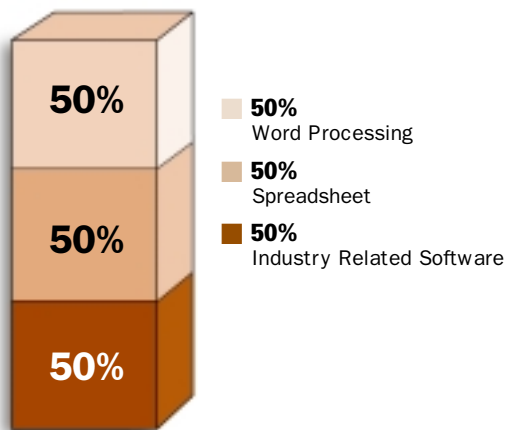
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	83%		17%	6–24 Months
Other Occupational Experience Accepted	33%	67%		6–24 Months Physical Therapy or Medical Field
Technical or Vocational Training Required	50%	33%	17%	Orthotics and Prosthetics
Training Acceptable in Lieu of Experience	67%	33%		Durable Medical Products, Prosthetics, Orthotist



Computer Software Skills



Emerging Occupations

- Pediatric Orthotist



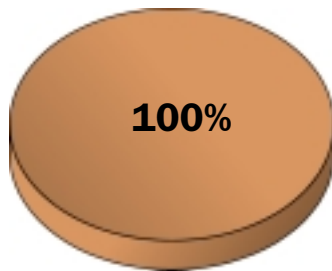
New Skills

- Dexterity
- People Skills



Training Providers

- Upon completion of our research of this occupation, no training providers was found in Riverside County.



■ 100% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Newspaper Ads
- College or University Posting

CCOIS **1999**

Riverside County Economic Development Agency

Medical Assistants

OES Code: 660050

15 Firms Responded Representing 152 Total Employees



Description

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.00 – 9.00 Median \$ 7.00

New to Firm, Experience

Range \$ 7.00 – 9.00 Median \$ 8.05

Three+ Years with Firm Experience

Range \$ 8.00 – 12.00 Median \$ 10.00

• 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	40%		13%				40%	100%
Dental	27%		7%				60%	100%
Vision	27%		7%				60%	100%
Life	13%		7%				73%	100%
Sick Leave	47%						47%	100%
Vacation	27%						67%	100%
Retirement	27%						60%	100%
Child Care	13%		7%				80%	100%
Other*	7%						7%	

* Profit Sharing



Work Patterns

- ▶ 98% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of employees in this occupation work part-time, averaging 32 hours per week.
- ▶ 1% of employees in this occupation work temporary/on-call, averaging 35 hours per week.
- ▶ 19% male, 81% female.
- ▶ 100% of firms responding have a day shift.
- ▶ 53% promote within their organization; 47% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Large

Growth Rate: Much Faster than Average (54.6%)

Job Openings: 680

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	7%	33%	60%
Employment Over Next 24 months	0%	47%	53%

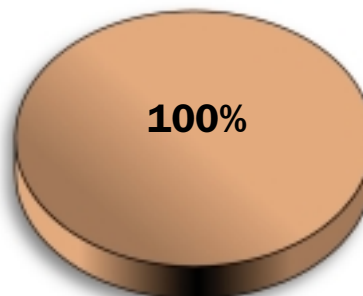


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	●	○	○
Inexperienced	●	○	○



Education Requirement



■ 100% High School or Equivalent

Medical Assistants

15 Firms Responded Representing 152 Total Employees

OES Code: 660050

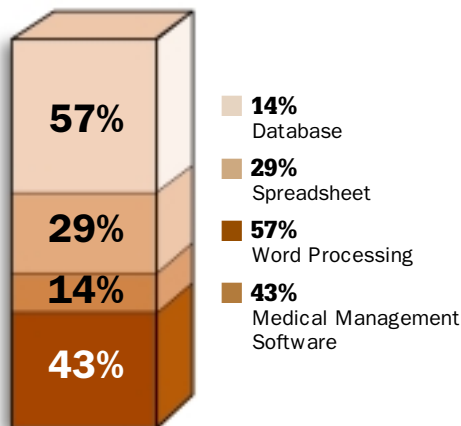
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	47%	40%	13%	6–24 Months
Other Occupational Experience Accepted	13%	87%		24 Months in the Medical Field
Technical or Vocational Training Required	80%	13%	7%	Medical Assistant Medical Assistant Certification
Training Acceptable in Lieu of Experience	67%	33%		Medical Assistant Medical Terminology



Computer Software Skills



Emerging Occupations

- ▶ Ultrasound Technology



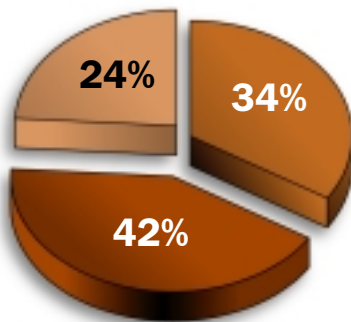
New Skills

- ▶ Computer skills
- ▶ Vital Signs
- ▶ Injections
- ▶ EKG
- ▶ CPR



Training Providers

- ▶ BMR Training–Riverside
- ▶ California Institute of Customer Engineering–Ontario
- ▶ California Paramedical and Technical College–Riverside
- ▶ Career Colleges of America–San Bernardino
- ▶ Casa Colina Career Development Center–Riverside
- ▶ Marci College–San Diego
- ▶ Modern Technology School of X-Ray–Anaheim
- ▶ Nova Health Technology–Ontario
- ▶ Palm Springs Adult Education–Palm Springs
- ▶ Premier Career College–Irwindale
- ▶ Riverside Community College–Riverside
- ▶ Skadron College/Corinthian Schools–San Bernardino
- ▶ Summit Career College–Colton
- ▶ US College of Health & Human Service–Riverside



Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- ▶ Newspaper
- ▶ Employee Referrals
- ▶ School, Program Referrals

CCOIS 1999

Medical Records Technicians

OES Code: 329110

15 Firms Responded Representing 123 Total Employees



Description

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 10.00 Median \$ 7.00

New to Firm, Experience

Range \$ 6.50 – 10.50 Median \$ 8.00

Three+ Years with Firm Experience

Range \$ 6.95 – 14.00 Median \$ 10.00

- 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	27%		53%	7%	7%		7%	50%
Dental	20%		53%	7%	7%		13%	50%
Vision	20%		40%	7%	7%		27%	50%
Life	20%		47%	7%	7%		20%	50%
Sick Leave	67%		20%				7%	50%
Vacation	87%		7%					67%
Retirement	40%		47%				7%	67%
Child Care							93%	67%
Other*	47%						27%	50%

* Holiday Pay



Work Patterns

- ▶ 93% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 6% of employees in this occupation work part-time, averaging 25 hours per week.
- ▶ 2% of employees in this occupation work temporary/on-call, averaging 23 hours per week.
- ▶ 17% male, 83% female.
- ▶ 100% of firms responding have a day shift, 7% swingshift.
- ▶ 47% promote within their organization; 53% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small

Growth Rate: Much Faster than Average (63.2%)

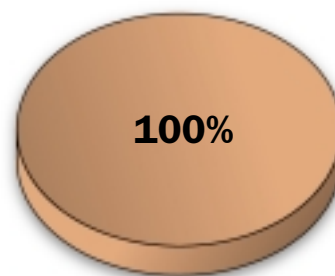
Job Openings: 150

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	53%	47%
Employment Over Next 24 Months	0%	73%	27%



Education Requirement



■ 100% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Medical Records Technicians

15 Firms Responded Representing 123 Total Employees

OES Code: 329110

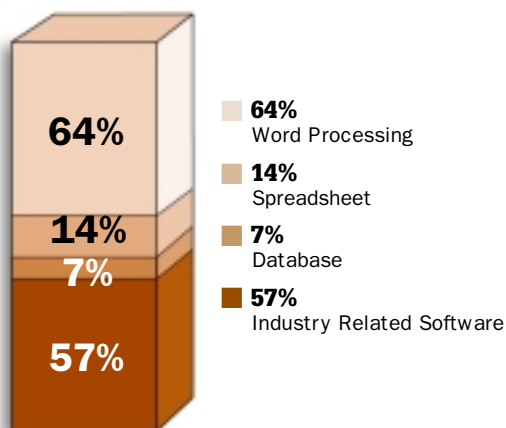
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	54%	33%	13%	6–36 Months
Other Occupational Experience Accepted	30%	70%		6–12 Months as a Certified Nurse Assistant
Technical or Vocational Training Required	27%	73%		Medical Terminology, Medical Records Assistant
Training Acceptable in Lieu of Experience	50%	50%		Medical Terminology, Medical Records Assistant



Computer Software Skills



Emerging Occupations

- Employers did not indicate any emerging occupations.



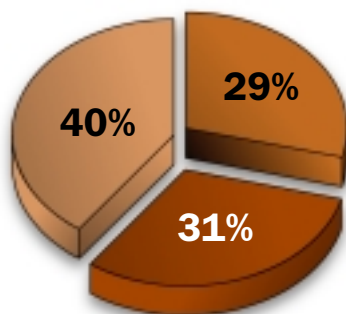
New Skills

- 10 Key by Touch
- New Medical Technology



Training Providers

- Larson Training Center – Orange



- 29% Promotions
- 31% Employees Leaving
- 40% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- In-house Promotions or Transfers

CCOIS **1999**

Riverside County Economic Development Agency

Packaging and Filling Machine Operators and Tenders

OES Code: 929740

15 Firms Responded Representing 814 Total Employees



Description

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.00 – 7.00 Median \$ 6.33

New to Firm, Experience

Range \$ 9.00 – 21.58 Median \$ 18.75

Three+ Years with Firm Experience

Range \$ 12.00 – 38.00 Median \$ 29.87

- 6% Union, 94% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	44%		31%				19%	100%
Dental	31%		19%		6%		38%	100%
Vision	13%		25%				56%	100%
Life	13%		31%				50%	100%
Sick Leave	38%		6%				50%	100%
Vacation	38%		31%				25%	100%
Retirement	13%	6%	50%				31%	50%
Child Care							94%	100%
Other							19%	50%



Work Patterns

- ▶ 100% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 100% male.
- ▶ 100% of firms responding have a day shift.
- ▶ 56% promote within their organization; 44% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Medium

Growth Rate: No Significant Change (19%)

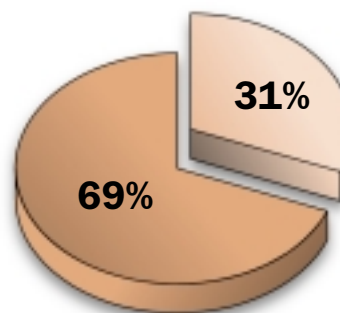
Job Openings: 240

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	6%	44%	50%
Employment Over Next 24 Months	0%	6%	94%



Education Requirement



- 31% Less than High School
- 69% High School



Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	○	●
Inexperienced	○	●	○

Packaging and Filling Machine Operators and Tenders

15 Firms Responded Representing 814 Total Employees

OES Code: 929740

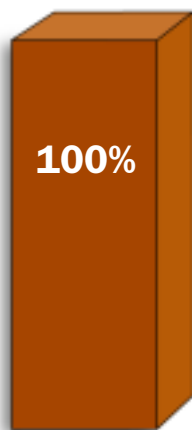
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	13%	87%		24–60 Months
Other Occupational Experience Accepted	50%	50%		24 Months in a Mechanical Related Occupation
Technical or Vocational Training Required	13%	87%		Technical
Training Acceptable in Lieu of Experience	100%			Forklift Operator



Computer Software Skills



■ 100%
Industry Related Software



Emerging Occupations

- Employers did not indicate any emerging occupations.



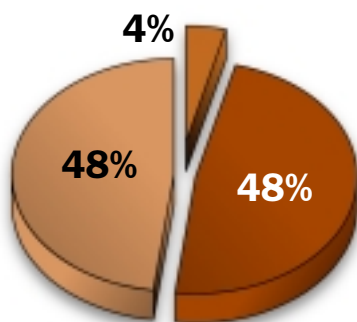
New Skills

- Employers did not indicate any new skills.



Training Providers

- Riverside Community College – Riverside



■ 4% Promotions
■ 48% Employees Leaving
■ 48% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Private Employment Agencies

CCOIS **1999**

Riverside County Economic Development Agency

Plumbers, Pipefitters, and Steamfitters

OES Code: 875020

15 Firms Responded Representing 409 Total Employees



Description

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Please do not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 7.00 – 8.50 Median \$ 7.00

New to Firm, Experience

Range \$ 8.50 – 15.00 Median \$ 12.00

Three+ Years with Firm Experience

Range \$ 15.00 – 20.00 Median \$ 16.00

UNION

New to Firm, No Experience

Range \$ 6.75 – 6.75 Median \$ 6.75

New to Firm, Experience

Range \$ 9.50 – 23.00 Median \$ 13.50

Three+ Years with Firm Experience

Range \$ 12.00 – 35.00 Median \$ 21.50

- 27% Union, 73% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%		40%				27%	100%
Dental	27%		33%				47%	100%
Vision	20%		27%				60%	100%
Life	20%		7%				73%	100%
Sick Leave	13%		7%				80%	100%
Vacation	53%		7%				40%	100%
Retirement	27%		33%				47%	100%
Child Care							100%	100%
Other*	7%						7%	100%

* Profit Sharing



Work Patterns

- ▶ 98% of employees in this occupation work full-time, averaging 41 hours per week.
- ▶ 1% of employees in this occupation work temporary/on-call, averaging 17 hours per week.
- ▶ 99% male, 1% female
- ▶ 93% of firms responding have a day shift, 7% swing shift.
- ▶ 93% promote within their organization; 7% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Medium

Growth Rate: Faster than Average (29.9%)

Job Openings: 430

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	27%	73%
Employment Over Next 24 Months	0%	20%	80%

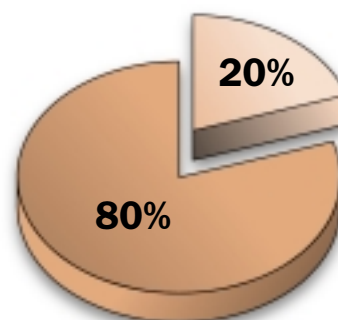


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	○	○	●
Inexperienced	○	●	○



Education Requirement



20% Less than High School
80% High School

Plumbers, Pipefitters, and Steamfitters

15 Firms Responded Representing 409 Total Employees

OES Code: 875020

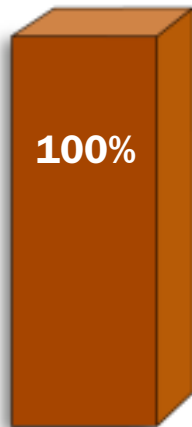
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	73%	20%	7%	6–60 Months
Other Occupational Experience Accepted	25%	75%		6–60 Months as a Plumber, Foreman, or Construction
Technical or Vocational Training Required	7%	80%	13%	Mechanic
Training Acceptable in Lieu of Experience	42%	58%		Plumbing Apprenticeship



Computer Software Skills



■ 100%
Industry Related Software



Emerging Occupations

- Computer Aided Drafting (CAD)



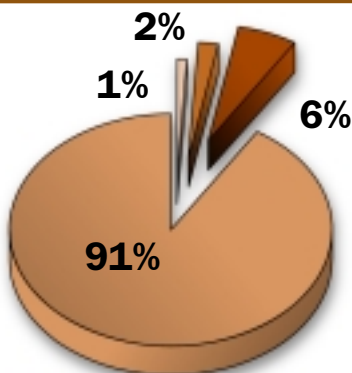
New Skills

- CAD Skills



Training Providers

- Nova Health Technology – Ontario
- Riverside Community College – Riverside



■ 2% Promotions ■ 91% New Positions
■ 6% Employees Leaving ■ 1% Temporary

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- Employee Referrals
- Newspaper Ads
- Walk-in Applicants

CCOIS 1999

Riverside County Economic Development Agency

Receptionists and Information Clerks

OES Code: 553050

15 Firms Responded Representing 129 Total Employees



Description

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 9.50 Median \$ 7.00

New to Firm, Experience

Range \$ 6.00 – 10.00 Median \$ 7.50

Three+ Years with Firm Experience

Range \$ 7.00 – 12.00 Median \$ 10.00

• 100% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%		53%				7%	100%
Dental	33%		53%				7%	100%
Vision	27%		20%				47%	100%
Life	27%		53%				13%	100%
Sick Leave	53%		27%				13%	100%
Vacation	60%		27%				7%	100%
Retirement	53%		13%				27%	100%
Child Care	7%						87%	100%
Other							73%	75%



Work Patterns

- ▶ 74% of employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 26% of employees in this occupation work part-time, averaging 25 hours per week.
- ▶ 1% of employees in this occupation work temporary/on-call, averaging 24 hours per week.
- ▶ 28% male, 72% female
- ▶ 100% of firms responding have a day shift, 33% swing shift, 60% graveyard shift.
- ▶ 73% promote within their organization; 27% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Very Large

Growth Rate: Faster than Average (30.6%)

Job Openings: 1,630

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	53%	47%
Employment Over Next 24 Months	0%	60%	40%

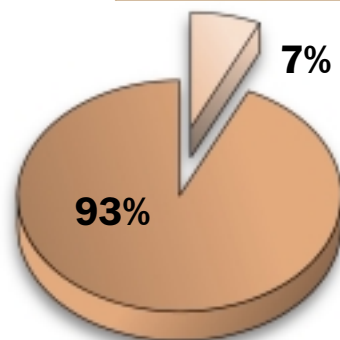


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	●	○	○
Inexperienced	●	○	○



Education Requirement



7% Less than High School
93% High School

Receptionists and Information Clerks

15 Firms Responded Representing 129 Total Employees

OES Code: 553050

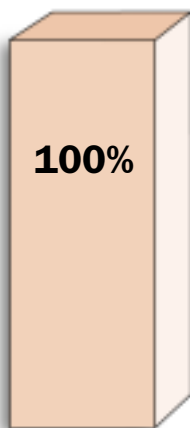
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	53%	40%	7%	6–12 Months
Other Occupational Experience Accepted	78%	22%		6–12 Months Customer Service Representative
Technical or Vocational Training Required	13%	87%		Computer Office Software
Training Acceptable in Lieu of Experience	44%	56%		Computer Office Skills



Computer Software Skills



100%
Word Processing



Emerging Occupations

- ▶ Employers did not indicate any emerging occupations.



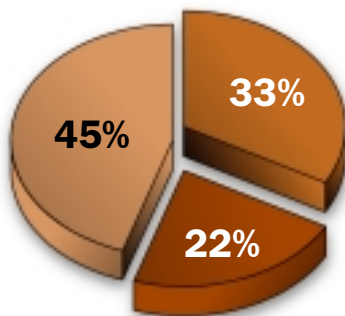
New Skills

- ▶ Ability to Spell Correctly



Training Providers

- ▶ Alvord Unified – Riverside
- ▶ California Paramedical and Technical College – Riverside
- ▶ Center for Employment Training – Indio, Temecula, and Riverside
- ▶ Coachella Valley Technical Skills – Thousand Palms
- ▶ Computer Skills Center – Palm Springs
- ▶ Larson Training Center – Orange
- ▶ Perris Community Adult School – Perris
- ▶ Education Options Center – Riverside
- ▶ Summit Career College – Colton
- ▶ Riverside Community College – Riverside
- ▶ Mt. San Jacinto College – Menifee, San Jacinto



33% Promotions
22% Employees Leaving
45% New Positions

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- ▶ Newspaper
- ▶ Walk-in Applicants
- ▶ Employee Referrals

CCOIS 1999

Riverside County Economic Development Agency

Registered Nurses

OES Code: 325020

15 Firms Responded Representing 280 Total Employees



Description

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Please do not include Nursing Instructors and Teachers.



Wages and Benefits

New to Firm, No Experience

Range \$ 13.00 – 20.00 Median \$ 16.00

New to Firm, Experience

Range \$ 16.00 – 21.50 Median \$ 18.00

Three+ Years with Firm Experience

Range \$ 17.00 – 25.00 Median \$ 20.00

- 13% Union, 87% Non-Union of all firms responding.

Benefits	EMPLOYER PAYS ALL		COST SHARING		EMPLOYEE PAYS ALL		NOT PROVIDED	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%		67%	13%				82%
Dental	27%		60%	13%	7%		7%	82%
Vision	27%		27%	13%	7%		40%	82%
Life	20%		40%	7%	7%		33%	91%
Sick Leave	27%		53%	13%			20%	82%
Vacation	27%		53%	13%			20%	82%
Retirement	27%		40%	13%		7%	33%	73%
Child Care						7%	100%	91%
Other*	7%							9%

* Holiday Pay



Work Patterns

- ▶ 66% of employees in this occupation work full-time, averaging 38 hours per week.
- ▶ 16% of employees in this occupation work part-time, averaging 24 hours per week.
- ▶ 19% of employees in this occupation work temporary/on-call, averaging 18 hours per week.
- ▶ 25% male, 75% female
- ▶ 93% of firms responding have a day shift, 60% swing shift, and 60% graveyard shift.
- ▶ 87% promote within their organization; 13% do not.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Very Large

Growth Rate: Faster than Average (29.5%)

Job Openings: 2,720

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	13%	47%	40%
Employment Over Next 24 Months	13%	40%	47%

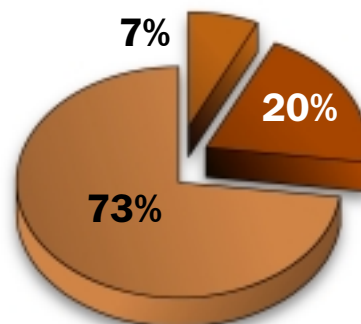


Supply and Demand

Difficulty	None	Moderate	Very
Experienced/Qualified	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



Education Requirement



- 73% Associate Degree
- 7% Bachelor Degree
- 20% Graduate Study

Registered Nurses

15 Firms Responded Representing 280 Total Employees

OES Code: 325020

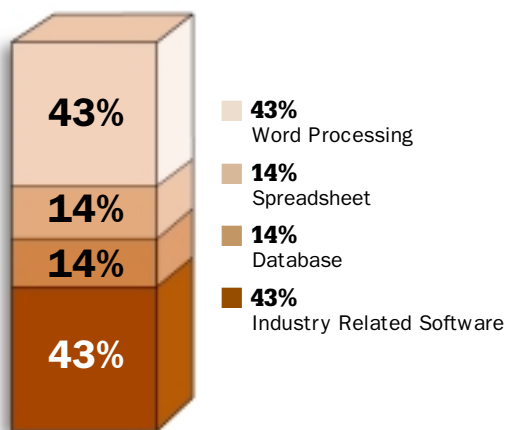
Training and Related Work Experience Required or Accepted



	YES	NO	NOT REQUIRED, BUT PREFERRED	TYPE OR AMOUNT REQUIRED, PREFERRED OR ACCEPTED
Work Experience Required	67%	13%	20%	2–36 Months
Other Occupational Experience Accepted	20%	80%		6–12 Months in Emergency Room
Technical or Vocational Training Required	73%	27%		I.V. Certified
Training Acceptable in Lieu of Experience	15%	85%		Clinical Training, Registered Nurse Training



Computer Software Skills



Emerging Occupations

- ▶ Non Licensed Personal
- ▶ P.A.T Registered Nurse Training



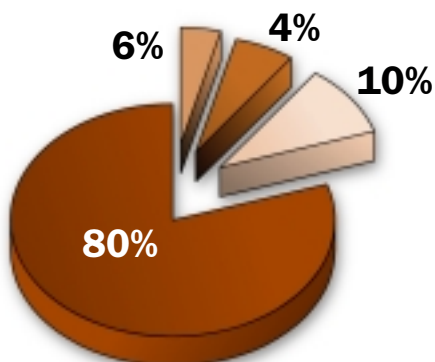
New Skills

- ▶ Problem Solving
- ▶ C.P.R Skills
- ▶ Supervisory Skills
- ▶ Clinical Skills



Training Providers

- ▶ College of the Desert – Palm Desert
- ▶ Riverside Community College – Riverside
- ▶ Mt. San Jacinto College – Menifee, San Jacinto
- ▶ Educational Options Center – Riverside



- 6% Promotions
- 4% New Positions
- 80% Employees Leaving
- 10% Temporary

Source of Filled Vacancies



Recruitment

Most Successful Recruitment Methods

- ▶ Newspaper
- ▶ Employee Referrals
- ▶ School, Program Referrals

CCOIS 1999

Riverside County Economic Development Agency

**Assemblers and Fabricators – Except Machine, Electrical, Electronic and Precision
Cabinetmakers and Bench Carpenters
Construction Managers
Counter and Rental Clerks
Electrical and Electronic Assemblers
Electricians
Employment Interviewers – Private or Public Employment Service
Firefighters
Food Preparation Workers
Heating, Air Conditioning, and Refrigeration Mechanics and Installers
Human Service Workers
Industrial Truck and Tractor Operations
Inspectors, Testers, and Graders – Precision
Machinists
Maintenance Repairers – General Utility
Medical and Clinical Laboratory Assistants
Multimedia Specialists
Numerical-Control Machine-Tool Operators and Tenders – Metal and Plastic
Roofers
Social Workers – Medical and Psychiatric
Stock Clerks – Stockroom, Warehouse, Storage Yard
Teachers and Instructors – Vocational Education and Training
Teachers, Preschool
Telephone and Cable T.V. Line Installers and Repairs
Welfare Eligibility Workers and Interviewers**

CCOIS

Riverside County Economic Development Agency

1998

Occupational Outlook

Assemblers and Fabricators — Except Machine, Electrical, Electronic, & Precision

OES Code: 939560

15 Firms Responding

DOT: 700.684-014 Title: Assembler

DOT: 701.687-010 Title: Assembler



Description

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or sub-assemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations of a non-precision nature. Excluded are electrical, electronic, machine and precision assemblers, and workers who perform special operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 5.75 – 7.00 Median \$ 6.00

New to Firm, Experience

Range \$ 5.75 – 8.40 Median \$ 6.75

Three+ Years with Firm Experience

Range \$ 6.35 – 10.00 Median \$ 9.00

UNION

New to Firm, No Experience

Range \$ 6.50 – 7.68 Median \$ 7.09

New to Firm, Experience

Range \$ 6.50 – 10.62 Median \$ 8.56

Three+ Years with Firm Experience

Range \$ 8.39 – 19.73 Median \$ 14.06

• Of the firms responding, 87% were Non-Union, 13% were union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	87%	0%
Dental Insurance	73%	0%
Vision Insurance	47%	0%
Life Insurance	20%	0%
Paid Sick Leave	40%	0%
Paid Vacation	93%	0%
Retirement Plan	40%	0%
Child Care	0%	0%



Work Patterns

- ▶ 99% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of the employees surveyed work part-time, averaging 22 hours per week.
- ▶ Employees in this occupation: 85% male and 15% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Very Large (4,770 – 6,280)

Growth Rate: Faster than Average (1.34)

Job Openings: 2,390

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	40%	60%
Projected over the next three years	0%	47%	53%



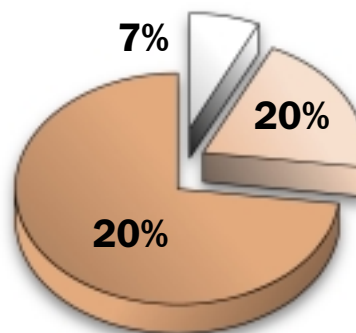
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	47%	20%	0%	33%
Inexperienced	53%	20%	7%	20%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 20% Less than High School
- 73% High School
- 7% College but No Degree

Assemblers and Fabricators – Except Machine, Electrical, Electronic, & Precision

15 Firms Responding

OES Code: 939560

DOT: 700.684-014 Title: Assembler

DOT: 701.687-010 Title: Assembler

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	67%	27%	6%	0%
Previous Work Experience Required	53%	34%	13%	0%

Acceptable work experience includes at least 3 months as a Furniture Assembler, Basic Construction Worker, Plumber, Woodwork or Production Worker.



General Skills

► Technical:

Ability to use and read a tape measure.
 Ability to read blueprints.
 Ability to read working drawings.
 Ability to perform assembly work.
 Ability to operate power hand tools.
 Soldering skills.
 Ability to do arithmetic using fractions and decimals.

► Physical:

Ability to stand continuously for 2 or more hours.
 Ability to lift at least 50 lbs. repeatedly.
 Possession of good color perception.

Manual dexterity.

► Personal or Other:

Ability to perform routine, repetitive work.
 Possession of mechanical aptitude.
 Ability to work independently.
 Ability to work under pressure.

► Basic:

Basic math skills.
 Ability to read and follow instructions.
 Ability to write legibly.
 Oral communication skills.



Training Providers

- Center for Employment Training – Temecula



Recruitment

Surveyed employers report the following methods for recruiting employees:

Union Halls	7%
Private Empl. Agencies	14%
In-House Promotion	20%
Unsolicited Applicants	40%
Employment Dev. Dept.	7%
Newspaper Ads	53%
Employee Referrals	53%

CCOIS 1998

Riverside County Economic Development Agency

Cabinetmaker and Bench Carpenters

OES Code: 893110

15 Firms Responding

DOT: 660.280-010 Title: Cabinetmaker**DOT: 760.684-010 Title: Bench Carpenter**

Description

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high-grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 8.00 Median \$ 6.00

New to Firm, Experience

Range \$ 5.75 – 11.00 Median \$ 8.00

Three+ Years with Firm Experience

Range \$ 7.00 – 18.00 Median \$ 10.00

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	60%	0%
Dental Insurance	30%	0%
Vision Insurance	40%	0%
Life Insurance	40%	0%
Paid Sick Leave	20%	0%
Paid Vacation	100%	0%
Retirement Plan	30%	0%
Child Care	0%	0%



Work Patterns

- ▶ 100% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ Employees in this occupation: 92% male and 8% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small (300 – 410)

Growth Rate: Much Faster than Average (1.60)

Job Openings: 160

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	40%	60%
Projected over the next three years	0%	47%	53%



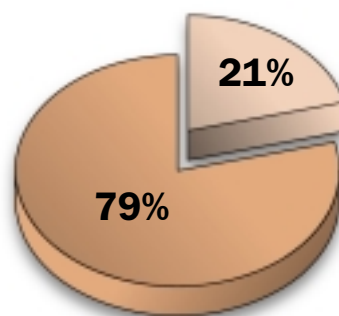
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	7%	13%	40%	40%
Inexperienced	35%	0%	36%	29%



Education & Training

Surveyed employers report the following education levels of recent hires:



21% Less than High School
79% High School

Cabinetmaker and Bench Carpenters

15 Firms Responding

OES Code: 893110

DOT: 660.280-010 Title: Cabinetmaker

DOT: 760.684-010 Title: Bench Carpenter

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	46%	27%	20%	7%
Previous Work Experience Required	27%	7%	40%	26%

Acceptable work experience includes at least 6 months either as a Cabinetmaker, Door Maker, Module Home Manufacturer or Woodshop Workers.



General Skills

► Technical:

Knowledge of geometry.
 Ability to install formica.
 Ability to set up woodworking machines.
 Ability to read blueprints.
 Shop math skills.
 Ability to read working drawings.
 Cabinet or furniture design skills.
 Cost estimating skills.
 Finish carpentry skills.

► Physical:

Ability to lift at least 50 lbs. repeatedly.

► Personal or Other:

Willingness to work with close supervision.
 Ability to work independently.

► Basic:

Ability to read and follow instructions.
 Ability to write legibly.
 Oral communication skills.



Training Providers

- Center for Employment Training – Riverside



Recruitment

Surveyed employers report the following methods for recruiting employees:

Cabinet Shops	7%
Private Empl. Agencies	7%
Unsolicited Applicants	7%
Employment Dev. Dept.	7%
Newspaper Ads	67%
Employee Referrals	60%

CCOIS 1998

Riverside County Economic Development Agency

Construction Managers

OES Code: 150170

17 Firms Responding

DOT: 182.167-026 Title: Superintendent, Contractors**DOT: 182.167-010 Title: Contractor**

Description

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. General managers of large construction contracting firms are not classified under Construction Managers.



Wages and Benefits

New to Firm, No Experience

Range \$ 7.00 – 18.00 Median \$ 9.06

New to Firm, Experience

Range \$ 7.00 – 37.50 Median \$ 25.00

Three+ Years with Firm Experience

Range \$ 12.00 – 50.00 Median \$ 25.00

- Of the firms responding, 94% were Non-Union, 6% were union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	0%
Dental Insurance	92%	0%
Vision Insurance	69%	0%
Life Insurance	54%	0%
Paid Sick Leave	85%	8%
Paid Vacation	100%	8%
Retirement Plan	46%	8%
Child Care	0%	0%



Work Patterns

- ▶ 100% of all employees surveyed in this occupation work full-time, averaging 41 hours per week.
- ▶ Employees in the occupation: 96% male and 4% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Medium (720 – 1,040)

Growth Rate: Much Faster than Average (1.90)

Job Openings: 440

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	65%	35%
Projected over the next three years	0%	82%	18%



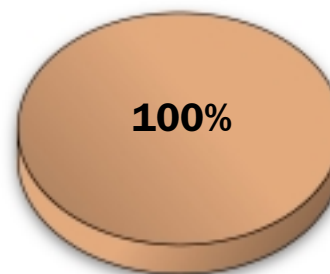
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	18%	24%	29%	29%
Inexperienced	29%	24%	12%	35%



Education & Training

Surveyed employers report the following education levels of recent hires:



■ 100% High School

Construction Managers

17 Firms Responding

OES Code: 150170

DOT: 182.167-026 Title: Superintendent, Contractors

DOT: 182.167-010 Title: Contractor

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	53%	41%	6%	0%
Previous Work Experience Required	6%	0%	47%	47%

Acceptable work experience includes at least 12 months as a Construction Manager, General Contractor, Journeyman Carpenter, Heavy Highway Construction or Rough Carpentry.



General Skills

► Technical:

Office management skills.
 Report writing skills.
 Ability to follow purchasing process.
 Understanding of the collective bargaining process.
 Civil engineering skills.
 Ability to estimate cost and submit bids.
 Ability to hire and assign personnel.
 Landscape site planning skills.
 Understanding of commercial real estate practices.
 Understanding of building codes.
 Possession of a contractor's license.
 Understanding of contract law.
 Knowledge of OSHA safety standards.

Ability to perform advanced mathematical computations.

► Personal or Other:

Ability to work independently.

► Basic:

Ability to write legibly.
 Oral communication skills.



Training Providers

► North American Heating & Air Conditioning Training Center, Inc. – Redlands



Recruitment

Surveyed employers report the following methods for recruiting employees:

In-House Promotion	6%
Unsolicited Applicants	12%
Employment Dev. Dept.	65%
Newspaper Ads	47%
Employee Referrals	24%

CCOIS 1998

Riverside County Economic Development Agency

Counter and Rental Clerks

OES Code: 490170

15 Firms Responding

DOT: 249.362-010 Title: Counter Clerk**DOT: 295-357-010 Title: Rental Clerk**

Description

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.00 – 7.48 Median \$ 6.00

New to Firm, Experience

Range \$ 5.00 – 9.78 Median \$ 6.65

Three+ Years with Firm Experience

Range \$ 6.50 – 11.51 Median \$ 8.00

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	90%	10%
Dental Insurance	70%	10%
Vision Insurance	70%	10%
Life Insurance	60%	10%
Paid Sick Leave	30%	0%
Paid Vacation	40%	0%
Retirement Plan	10%	20%
Child Care	0%	20%



Work Patterns

- ▶ 57% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 43% of the employees surveyed work part-time, averaging 17 hours per week.
- ▶ Employees in the occupation: 58% male and 42% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Medium (940 – 1,320)

Growth Rate: Much Faster than Average (1.70)

Job Openings: 630

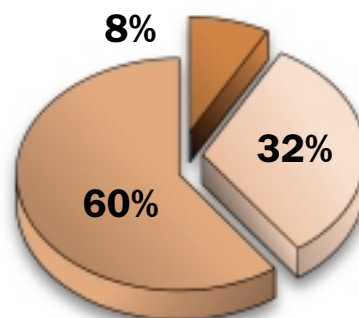
*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	7%	87%	6%
Projected over the next three years	0%	40%	60%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 32% Less than High School
- 60% High School
- 8% Associate Degree



Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	40%	13%	27%	20%
Inexperienced	20%	33%	40%	7%

Counter and Rental Clerks

15 Firms Responding

OES Code: 490170

DOT: 249.362-010 Title: Counter Clerk

DOT: 295-357-010 Title: Rental Clerk

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	20%	13%	40%	27%
Previous Work Experience Required	27%	40%	20%	13%

Acceptable work experience includes at least 2 months in Customer Service.



General Skills

► Technical:

- Ability to perform basic mathematical computations.
- Cash handling skills.
- Bondable.
- Customer service skills.
- Ability to operate computerized cash register.
- Ability to use a calculator.
- Ability to use a computer terminal.

► Personal or Other:

- Ability to work independently.
- Public contact skills.
- Willingness to work under close supervision.

► Basic:

- Ability to write legibly.
- Oral communication skills.
- Ability to read and follow instructions.



Training Providers

- Executive Business Institute – Riverside
- Summit Career College – Colton
- Center for Employment Training – Temecula
- Center for Employment Training – Indio
- Career Moves, Inc. – Riverside
- InterCoast Colleges – Santa Ana
- Mt. San Jacinto Community College – San Jacinto
- Riverside Unified School District, Educational Options Center



Recruitment

Surveyed employers report the following methods for recruiting employees:

Public School Referrals	7%
In-House Promotion	73%
Unsolicited Applicants	13%
Newspaper Ads	40%
Employee Referrals	40%

Electrical and Electronic Assemblers

OES Code: 939050

15 Firms Responding

DOT: 729.684-022 Title: Electronic Sign Assembler**DOT: 723.684-010 Title: Assembler**

Description

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 6.50 Median \$ 6.00

New to Firm, Experience

Range \$ 5.75 – 10.00 Median \$ 7.00

Three+ Years with Firm Experience

Range \$ 5.75 – 14.00 Median \$ 8.00

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	0%
Dental Insurance	55%	0%
Vision Insurance	27%	0%
Life Insurance	45%	0%
Paid Sick Leave	45%	0%
Paid Vacation	91%	0%
Retirement Plan	18%	0%
Child Care	0%	0%



Work Patterns

- ▶ 81% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 2% of the employees surveyed work part-time, averaging 20 hours per week
- ▶ 17% of the employees surveyed work temporary or on call, averaging 40 hours per week.
- ▶ Employees in this occupation: 38% male and 62%



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Medium (620 – 980)

Growth Rate: Much Faster than Average (2.45)

Job Openings: 490

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	7%	33%	60%
Projected over the next three years	7%	60%	33%

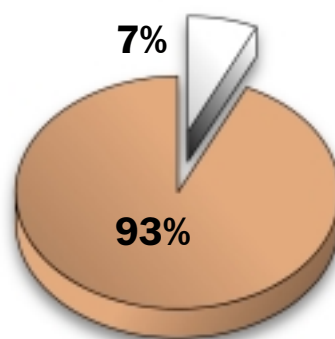


Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	40%	13%	20%	27%
Inexperienced	58%	21%	14%	7%

Education & Training

Surveyed employers report the following education levels of recent hires:



■ 93% High School
□ 7% College but No Degree

Electrical and Electronic Assemblers

7 Firms Responding

OES Code: 939050

DOT: 729.684-022 Title: Electronic Sign Assembler

DOT: 723.684-010 Title: Assembler

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	60%	33%	0%	7%
Previous Work Experience Required	27%	40%	20%	13%

Acceptable work experience includes at least 6 months as an Installer, Soldering or Neon Sign Workers.



General Skills

► Technical:

- Understanding of electrical circuitry.
- Understanding of military specifications.
- Ability to read blueprints.
- Ability to read schematics.
- Ability to use hand tools.
- Electronic component and product assembly skills.
- Soldering skills.

► Physical:

- Manual dexterity.
- Good eye-hand coordination.
- Good vision.
- Good color perception.
- Ability to sit continuously for 2 or more hours.
- Ability to work rapidly.
- Ability to stand continuously for 2 or more hours.

► Personal or Other:

- Willingness to work with close supervision.
- Ability to perform routine, repetitive work.
- Ability to work independently.
- Ability to work under pressure.

► Basic:

- Basic math skills.
- Ability to read and follow instructions.
- Oral communications skills.



Training Providers

- University of California, Riverside
- Mt. San Jacinto Community College – San Jacinto
- Practical School – Anaheim
- California Institute of Customer Engineering of O.C., Inc. – Ontario
- Riverside Unified School District, Educational Options Center – Riverside



Recruitment

Surveyed employers report the following methods for recruiting employees:

Other*	27%
Private School Referrals	13%
Public School Referrals	7%
In-House Promotion	13%
Unsolicited Applicants	7%
Employment Dev. Dept.	13%
Newspaper Ads	87%
Employee Referrals	33%
Private Empl. Agencies	13%

*Temporary Agency, Technical School, High School, Magazines.

CCOIS 1998

Riverside County Economic Development Agency

Electricians

OES Code: 872020

15 Firms Responding

DOT: 824.381-010 Title: Electrician**DOT: 806.381-062 Title: Installer, Electrical, Plumbing, Mechanical**

Description

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers, Repairers and Street Light Services.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 6.00 – 8.00 Median \$ 6.50

New to Firm, Experience

Range \$ 7.00 – 15.00 Median \$ 10.00

Three+ Years with Firm Experience

Range \$ 8.80 – 20.00 Median \$ 15.00

UNION

New to Firm, No Experience

Range \$ 8.50 – 9.00 Median \$ 8.75

New to Firm, Experience

Range \$ 24.50 – 27.30 Median \$ 25.90

Three+ Years with Firm Experience

Range \$ 26.00 – 28.50 Median \$ 27.25

- Of the firms responding, 87% were Non-Union, 13% were union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	0%
Dental Insurance	64%	0%
Vision Insurance	64%	0%
Life Insurance	36%	0%
Paid Sick Leave	55%	0%
Paid Vacation	73%	0%
Retirement Plan	36%	0%



Work Patterns

- ▶ 99% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of the employees surveyed work part-time, averaging 21 hours per week.
- ▶ Employees in the occupation: 98% male and 2% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Large (1,320 – 1,650)

Growth Rate: Average (1.05)

Job Openings: 550

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	53%	47%
Projected over the next three years	0%	60%	40%



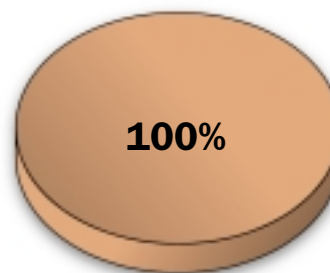
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	13%	0%	20%	67%
Inexperienced	36%	21%	14%	29%



Education and Training

Surveyed employers report the following education levels of recent hires:



■ 100% High School

Electricians

15 Firms Responding **OES Code: 872020****DOT:** 824.381-010 **Title:** Electrician **DOT:** 806.381-062 **Title:** Installer, Electrical, Plumbing, Mechanical

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	27%	27%	26%	20%
Previous Work Experience Required	7%	27%	60%	0%

Acceptable work experience includes at least 2 months as a Trainee, Apprentice, Electrician or Journeyman.



General Skills

► Technical:

- Ability to install electrical equipment.
- Shop math skills.
- Ability to read blueprints.
- Cost estimating skills.
- Soldering skills.

► Physical:

- Ability to climb ladders.
- Possession of good color perception.
- Ability to crawl under buildings.
- Ability to stand continuously for 2 or more hours.
- Ability to lift at least 50 lbs. repeatedly.

► Personal or Other:

- Possession of mechanical aptitude.
- Ability to provide own tools.
- Ability to work independently.
- Willingness to work under close supervision.

► Basic:

- Ability to write legibly.
- Oral communication skills.
- Ability to read and follow instructions.



Training Providers

- International Brotherhood of Electrical Workers – University of California, Riverside
- North American Heating & Air Conditioning Training Center, Inc. – Redlands
- Regional Occupational Program – Grindstaff Center, Inc.
- Center for Employment Training – Riverside



Recruitment

Surveyed employers report the following methods for recruiting employees:

Union	7%
Private Employment	13%
In-House Promotion	13%
Employment Dev. Dept.	7%
Newspaper Ads	80%
Employee Referrals	40%

CCOIS 1998

Riverside County Economic Development Agency

Employment Interviewers – Private or Public Employment Service

OES Code: 215080

15 Firms Responding

DOT: 166.267-010 **Title:** Employment Interviewer

Description

Employment Interviewers interview job applicants in an employment office and refer them to prospective employers for consideration. They record and evaluate various pertinent data, search application files, notify selected applicants of job openings, refer qualified applicants to prospective employers, and contact employers to verify referral results and record data.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.00 – 18.00 Median \$ 9.59

New to Firm, Experience

Range \$ 6.00 – 20.00 Median \$ 10.00

Three+ Years with Firm Experience

Range \$ 9.00 – 22.00 Median \$ 12.00

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	0%
Dental Insurance	75%	0%
Vision Insurance	58%	0%
Life Insurance	67%	0%
Paid Sick Leave	83%	0%
Paid Vacation	100%	0%
Retirement Plan	83%	0%
Child Care	8%	0%



Work Patterns

- ▶ 99% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of the employees surveyed work temporary or on call, averaging 40 hours per week.
- ▶ Employees in the occupation: 13% male and 87% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Small (220 – 330)

Growth Rate: Much Faster than Average (2.11)

Job Openings: 150

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	7%	33%	60%
Projected over the next three years	7%	33%	60%



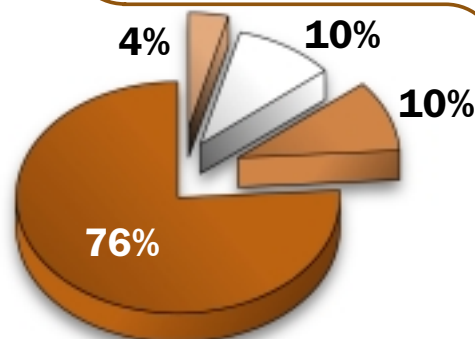
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	0%	33%	27%	40%
Inexperienced	0%	13%	53%	34%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 4% High School
- 10% College but No Degree
- 10% Associate Degree
- 76% Bachelor Degree

Employment Interviewers – Private or Public Employment Svc.

15 Firms Responding

OES Code: 215080

DOT: 166.267-010 Title: Employment Interviewer

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	87%	13%	0%	0%
Previous Work Experience Required	0%	27%	73%	0%

Acceptable work experience includes at least 19 months in Customer Service, Human Resources, Sales Management or Temporary Staffing.



General Skills

► Technical:

- Ability to apply sales techniques.
- Record keeping skills.
- Telephone sales skills.
- Knowledge of personnel classification procedures.
- Counseling skills.
- Ability to write effectively.

► Personal or Other:

- Customer service skills.
- Ability to work independently.
- Willingness to work under close supervision.
- Possession of a reliable vehicle.
- Tactfulness.

► Basic:

- Basic math skills.
- Ability to write legibly.
- Oral communication skills.
- Ability to read and follow instructions.



Training Providers

- Executive Business Institute – Riverside
- Center for Employment Training – Temecula
- Career Moves, Inc. – Riverside



Recruitment

Surveyed employers report the following methods for recruiting employees:

Private School Referrals	13%
Public School Referrals	13%
In-House Promotion	27%
Unsolicited Applicants	27%
Private Employment	33%
Newspaper Ads	93%
Employee Referrals	60%

CCOIS **1998**

Riverside County Economic Development Agency

Firefighters

OES Code: 630080

7 Firms Responding

DOT: 373.364-010 Title: Fire Fighter

DOT: 452.364-014 Title: Smoke Jumper



Description

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, state, or federal government.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 7.74 – 12.15 Median \$ 9.44

New to Firm, Experience

Range \$ 10.75 – 12.76 Median \$ 11.75

Three+ Years with Firm Experience

Range \$ 11.63 – 14.77 Median \$ 13.20

UNION

New to Firm, No Experience

Range \$ 5.95 – 11.93 Median \$ 11.00

New to Firm, Experience

Range \$ 5.95 – 13.81 Median \$ 11.93

Three+ Years with Firm Experience

Range \$ 6.42 – 21.60 Median \$ 13.32

• Of the firms responding, 29% were Non-Union, 71% were union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	14%
Dental Insurance	100%	14%
Vision Insurance	71%	14%
Life Insurance	100%	14%
Paid Sick Leave	13%	25%
Paid Vacation	13%	31%
Retirement Plan	6%	25%
Child Care	0%	0%



Work Patterns

- ▶ 39% of all employees in this occupation work full-time, averaging 66 hours per week.
- ▶ 51% of the employees surveyed work temporary or on call, averaging 30 hours per week.
- ▶ 10% of the employees surveyed work seasonal, averaging 72 hours per week.
- ▶ Employees in the occupation: 81% male and 19% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Medium (640 – 790)

Growth Rate: Average (.99)

Job Openings: 360

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	86%	14%
Projected over the next three years	0%	71%	29%



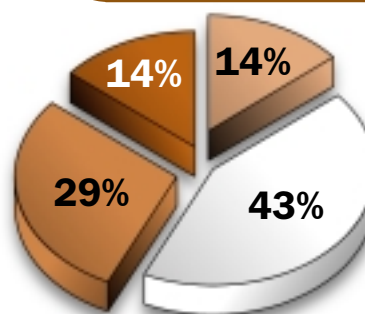
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	57%	29%	14%	0%
Inexperienced	100%	0%	0%	0%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 14% High School
- 43% College but No Degree
- 29% Associate Degree
- 14% Bachelor Degree

Firefighters

7 Firms Responding

OES Code: 630080

DOT: 373.364-010 Title: Fire Fighter

DOT: 452.364-014 Title: Smoke Jumper

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	29%	71%	0%	0%
Previous Work Experience Required	0%	71%	0%	29%

Acceptable work experience includes at least 6 months as a Firefighter.



General Skills

► Technical:

- Ability to apply principles of hazardous and toxic disposal.
- Ability to administer emergency first aid.
- Ability to take vital signs.
- Valid Class A California driver's license.
- Ability to write effectively.
- Knowledge of medical terminology.
- Knowledge of local streets.

► Physical:

- Good vision.
- Good hearing.
- Ability to climb to high places.
- Ability to pass a pre-employment medical examination.
- Ability to pass a physical performance test.

► Personal or Other:

- Clean police record.
- Public contact skills.
- Ability to work independently.
- Willingness to work under close supervision.

► Basic:

- Basic math skills.
- Ability to write legibly.
- Oral communications skills.
- Ability to read and follow instructions.



Training Providers

- Palo Verde College – Blythe
- City of Corona Fire Department



Recruitment

Surveyed employers report the following methods for recruiting employees:

Flyers, Job Fairs	43%
Private School Referrals	14%
Public School Referrals	14%
In-House Promotion	29%
Newspaper Ads	71%
Employee Referrals	14%

CCOIS 1998

Riverside County Economic Development Agency

Food Preparation Workers

OES Code: 650380

15 Firms Responding

DOT: 317.687-010 Title: Cook Helper

DOT: 319.484-010 Title: Food Assembler



Description

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 5.75 – 7.00 Median \$ 6.00

New to Firm, Experience

Range \$ 5.75 – 8.50 Median \$ 7.00

Three+ Years with Firm Experience

Range \$ 6.50 – 10.00 Median \$ 9.00

UNION

New to Firm, No Experience

Range \$ 7.20 – 8.51 Median \$ 7.67

New to Firm, Experience

Range \$ 7.20 – 9.00 Median \$ 7.96

Three+ Years with Firm Experience

Range \$ 7.20 – 11.50 Median \$ 8.53

• Of the firms responding, 73% were Non-Union, 27% were union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	14%
Dental Insurance	93%	14%
Vision Insurance	71%	7%
Life Insurance	86%	14%
Paid Sick Leave	50%	29%
Paid Vacation	79%	29%
Retirement Plan	43%	7%
Child Care	29%	0%



Work Patterns

- ▶ 37% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 63% of the employees surveyed work part-time, averaging 26 hours per week.
- ▶ Employees in the occupation: 20% male and 80% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Very Large (4,620 – 5,660)

Growth Rate: Average (.95)

Job Openings: 1,560

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	60%	40%
Projected over the next three years	0%	60%	40%



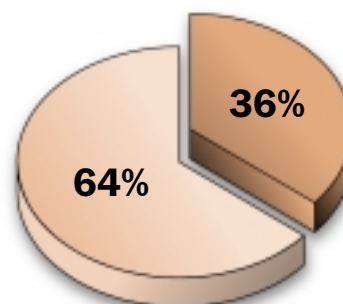
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	53%	13%	0%	34%
Inexperienced	60%	0%	27%	13%



Education & Training

Surveyed employers report the following education levels of recent hires:



64% Less than High School
36% High School

Food Preparation Workers

15 Firms Responding

OES Code: 650380

DOT: 317.687-010 Title: Cook Helper

DOT: 319.484-010 Title: Food Assembler

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	0%	20%	13%	67%
Previous Work Experience Required	20%	27%	40%	13%

Acceptable work experience includes at least 2 months as a Food Prep, Line Cook, Deli Clerk or Cafeteria Worker.



General Skills

► Technical:

Ability to operate a standard cash register.

► Personal or Other:

Pass a pre-employment medical examination.

Public contact skills.

Ability to stand prolonged periods.

Ability to lift at least 30 lbs.

Ability to work under pressure.

Ability to work independently.

Ability to work rapidly.

Willingness to work under close supervision.

► Basic:

Ability to write legibly.

Ability to perform basic mathematical computations.

Oral communication skills.

Ability to read and follow instructions.



Training Providers

► College of the Desert – Palm Desert

► Riverside Community College

► Riverside Unified School District, Educational Options Center, Regional Occupational Programs (ROP)

► La Sierra High School

► Moreno Valley High School

► Norte Vista High School – Riverside

► Perris High School

► Poly High School – Riverside

► Riverside Culinary Academy

► Rubidoux High School

► Centennial High School – Corona



Recruitment

Surveyed employers report the following methods for recruiting employees:

Walk-ins	20%
Public School Referrals	7%
In-House Promotion	27%
Unsolicited Applicants	47%
Newspaper Ads	47%
Employee Referrals	53%

CCOIS 1998

Riverside County Economic Development Agency

Heating, Air Conditioning, and Refrigeration Mechanics & Installers

OES Code: 859020

15 Firms Responding

DOT: 373.364-010 Title: Fire Fighter**DOT: 452.364-014 Title: Smoke Jumper**

Description

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Please do not include workers who do only plumbing and pipefitting work.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.25 – 11.99 Median \$ 8.00

New to Firm, Experience

Range \$ 6.00 – 14.38 Median \$ 8.00

Three+ Years with Firm Experience

Range \$ 8.00 – 33.56 Median \$ 12.00

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	90%	0%
Dental Insurance	50%	0%
Vision Insurance	50%	0%
Life Insurance	50%	0%
Paid Sick Leave	50%	0%
Paid Vacation	50%	0%
Retirement Plan	40%	0%
Child Care	0%	0%



Work Patterns

- ▶ 82% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 18% of the employees surveyed work part-time, averaging 20 hours per week.
- ▶ Employees in the occupation: 97% male and 3% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small (400 – 580)

Growth Rate: Much Faster than Average (1.90)

Job Openings: 260

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	73%	27%
Projected over the next three years	0%	73%	27%



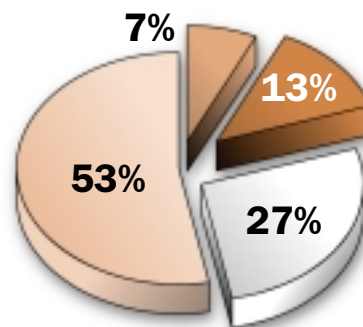
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	20%	0%	27%	53%
Inexperienced	33%	7%	20%	40%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 53% Less than High School
- 7% High School
- 27% College but No Degree
- 13% Associate Degree

Heating, Air Conditioning, and Refrigeration Mechanics & Installers

15 Firms Responding

OES Code: 859020

DOT: 637.261-014 Title: Heating & Air Cond. Ints.

DOT: 637.261-026 Title: Refri. Mechanic

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	33%	40%	0%	27%
Previous Work Experience Required	20%	13%	27%	40%

Acceptable work experience includes at least 6 months as a Service Technician, Heating and Air Conditioning Installer or Heating and Air Conditioning Mechanic.



General Skills

► Technical:

Understanding of circuit design.
 Ability to read blueprints.
 Cost estimating skills.
 Sheet metal working skills.
 Plumbing skills.
 Pipefitting skills.
 Soldering skills.
 Bondable.
 Welding skills.
 Valid driver's license.
 Problem solving skills.

► Physical:

Lift at least 100 lbs. repeatedly.

► Personal or Other:

Public contact skills.
 Ability to work independently.
 Willingness to work under close supervision.

► Basic:

Ability to write legibly.
 Basic math skills.
 Oral communication skills.
 Ability to read and follow instructions.



Training Providers

- Brownson Technical College – Anaheim
- College of the Desert – Palm Desert
- North American Heating & Air Conditioning Training Center – Redlands
- Practical Schools – Anaheim
- Riverside Community College



Recruitment

Surveyed employers report the following methods for recruiting employees:

Trade Networking	7%
Private Employment	13%
In-House Promotion	53%
Unsolicited Applicants	7%
Newspaper Ads	33%
Employee Referrals	47%

CCOIS **1998**

Riverside County Economic Development Agency

Human Service Workers

OES Code: 273080

15 Firms Responding

DOT: 195.367-034 Title: Social Service Aid

DOT: 195.367-010 Title: Case Aid



Description

Human Services Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. Please do not include Residential Counselors and Psychiatric Technicians.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 5.75 – 20.62 Median \$ 6.25

New to Firm, Experience

Range \$ 6.01 – 20.62 Median \$ 7.84

Three+ Years with Firm Experience

Range \$ 6.75 – 21.58 Median \$ 10.68

UNION

New to Firm, No Experience

Range \$ 9.97 – 9.97 Median \$ 9.97

New to Firm, Experience

Range \$ 9.97 – 9.97 Median \$ 9.97

Three+ Years with Firm Experience

Range \$ 11.72 – 11.72 Median \$ 11.72

- Of the firms responding, 94% were Non-Union, 6% were union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	8%
Dental Insurance	67%	8%
Vision Insurance	17%	8%
Life Insurance	17%	0%
Paid Sick Leave	7%	0%
Paid Vacation	92%	8%
Retirement Plan	33%	8%
Child Care	0%	0%



Work Patterns

- 83% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- 17% of the employees surveyed work part-time, averaging 23 hours per week.
- Employees in the occupation: 28% male and 72% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Medium (490 – 700)

Growth Rate: Much Faster than Average (1.81)

Job Openings: 310

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	53%	47%
Projected over the next three years	0%	40%	60%



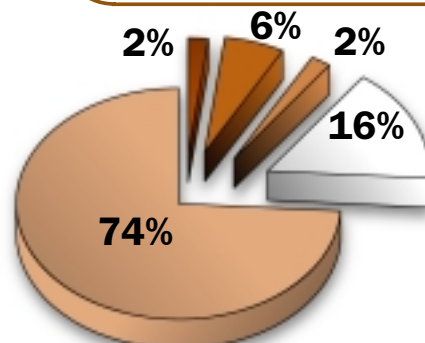
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	21%	13%	33%	33%
Inexperienced	29%	14%	36%	21%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 74% High School
- 16% College but No Degree
- 2% Associate Degree
- 6% Bachelor Degree
- 2% Graduate Study

Human Service Workers

15 Firms Responding

OES Code: 273080

DOT: 195.367-034 Title: Social Service Aid

DOT: 195.367-010 Title: Case Aid

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	33%	40%	20%	7%
Previous Work Experience Required	20%	40%	27%	13%

Acceptable work experience includes at least 3 months as a Social Worker, Community Relations, Counselor, Advocate or Chemical Dependency Worker.



General Skills

► Technical:

Record keeping skills.
 Knowledge of geriatrics.
 Knowledge of veterans services.
 Ability to treat substance abuse users.
 Ability to interview others for information.
 Knowledge of protective services for children and adults.
 Food buying skills.
 Menu planning skills.
 Possession of a valid driver's license.
 Ability to write effectively.

► Personal or Other:

Understanding of a variety of cultures.
 Ability to work independently.
 Willingness to work under close supervision.

► Basic:

Ability to write legibly.
 Oral communication skills.
 Ability to think logically.
 Ability to read and follow instructions.



Training Providers

- Executive Business Institute – Riverside
- Career Moves, Inc. – Riverside
- College of the Desert – Palm Desert
- California Paramedical & Technical College – Riverside
- Mt. San Jacinto Community College – San Jacinto
- California State University, Long Beach



Recruitment

Surveyed employers report the following methods for recruiting employees:

Other*	20%
Private Employment	13%
Public School Referrals	7%
In-House Promotion	33%
Unsolicited Applicants	13%
Newspaper Ads	67%
Employee Referrals	47%

**Word of mouth, Networking, Open Recruitment.*

CCOIS 1998

Riverside County Economic Development Agency

Industrial Truck and Tractor Operators

OES Code: 979470

16 Firms Responding

DOT: 921.683-050 Title: Industrial-Truck Operator**DOT: 929.683-014 Title: Tractor Operator**

Description

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with forklift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.25 – 16.78 Median \$ 8.59

New to Firm, Experience

Range \$ 6.00 – 17.00 Median \$ 9.00

Three+ Years with Firm Experience

Range \$ 6.20 – 25.00 Median \$ 15.00

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	0%
Dental Insurance	64%	0%
Vision Insurance	55%	0%
Life Insurance	64%	0%
Paid Sick Leave	27%	0%
Paid Vacation	27%	0%
Retirement Plan	27%	0%
Child Care	0%	0%



Work Patterns

- ▶ 99% of all employees surveyed in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of the employees surveyed work temporary or on call, averaging 40 hours per week.
- ▶ Employees in this occupation: 99% male and 1% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Large (1,090 – 1,310)

Growth Rate: Slower than Average (.85)

Job Openings: 400

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	6%	69%	25%
Projected over the next three years	6%	50%	44%



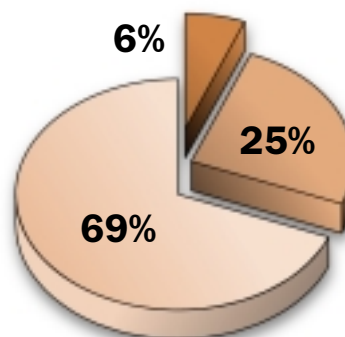
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	43%	0%	38%	19%
Inexperienced	47%	0%	20%	33%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 69% Less than High School
- 25% High School
- 6% Associate Degree

Industrial Truck and Tractor Operators

16 Firms Responding

OES Code: 979470

DOT: 921.683-050 Title: Industrial-Truck Operator

DOT: 929.683-014 Title: Tractor Operator

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	25%	31%	6%	38%
Previous Work Experience Required	0%	31%	6%	63%

Acceptable work experience includes at least 5 months as a Truck Driver, Forklift Operator or Tractor Operator.



General Skills

► Technical:

Automotive maintenance and minor repair skills.
California driver's license.
Forklift driver's certificate.

► Physical:

Good eye-hand coordination.
Ability to pass a pre-employment medical examination.
Ability to lift at least 50 lbs. repeatedly.

► Personal or Other:

Willingness to work with close supervision.
Mechanical aptitude.
Ability to work independently.

► Basic:

Basic math skills.
Ability to read and follow instructions.
Ability to write legibly.
Oral communication skills.



Training Providers

- Driver Training Alternatives, Inc. – San Bernardino
- Construction Teamsters Training – Pomona
- United States Truck Driving School, Inc. – Rialto
- Career Moves, Inc. – Riverside
- California Career School – Riverside
- United Truck Driving School – Mira Loma
- Advance School of Driving – Upland



Recruitment

Surveyed employers report the following methods for recruiting employees:

Private Employment	19%
In-House Promotion	38%
Newspaper Ads	38%
Employee Referrals	31%

CCOIS **1998**

Riverside County Economic Development Agency

Inspectors, Testers, and Graders – Precision

OES Code: 830020

17 Firms Responding

DOT: 194.387-010 Title: Quality Control Insp.

DOT: 194.387-010 Title: Record Tester



Description

Inspectors, Testers, and Graders-Precision perform precision inspecting, testing, and grading of parts, products, and equipment for defects, wear, and deviations from specifications. Most of these workers use precision measuring instruments and complex test equipment and hand tools and may make minor repairs. Please do not include workers who combine inspection and testing with major repair work.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 9.00 Median \$ 6.50

New to Firm, Experience

Range \$ 5.75 – 12.00 Median \$ 8.00

Three+ Years with Firm Experience

Range \$ 6.00 – 16.00 Median \$ 10.00

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	0%
Dental Insurance	75%	0%
Vision Insurance	31%	0%
Life Insurance	31%	0%
Paid Sick Leave	25%	0%
Paid Vacation	81%	0%
Retirement Plan	31%	0%
Child Care	0%	0%



Work Patterns

- ▶ 89% of all employees surveyed in this occupation work full-time, averaging 41 hours per week.
- ▶ 1% of the employees surveyed work part-time, averaging 40 hours per week.
- ▶ 10% of the employees surveyed work temporary or on call, averaging 40 hours per week.
- ▶ Employees in the occupation: 62% male and 38% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small (370 – 480)

Growth Rate: Slower than Average (1.26)

Job Openings: 170

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	71%	29%
Projected over the next three years	0%	53%	47%



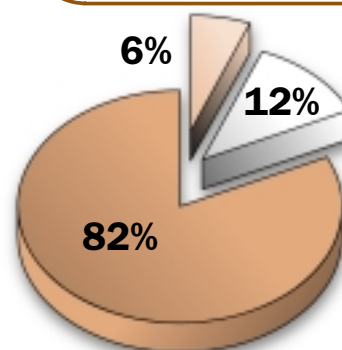
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	11%	53%	24%	12%
Inexperienced	47%	18%	29%	6%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 6% Less than High School
- 82% High School
- 12% College but No Degree

Inspectors, Testers, and Graders-Precision

17 Firms Responding

OES Code: 830020

DOT: 194.387-010 Title: Quality Control Insp.

DOT: 194.387-010 Title: Record Tester

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	65%	24%	6%	5%
Previous Work Experience Required	18%	24%	41%	17%

Acceptable work experience includes at least 6 months as a Sheet Metal Worker, Inspector or in a Mechanical field.



General Skills

► Technical:

- Ability to operate electronic automotive diagnostic equipment.
- Ability to operate precision measuring instruments.
- Understanding of military specifications.
- Ability to operate circuit test equipment.
- Ability to operate microscopes.
- Ability to read blueprints.
- Ability to read schematics.
- Ability to use hand tools.
- Ability to write effectively.
- Problem solving skills.
- Ability to demonstrate knowledge of specific products.

► Physical:

- Good Vision.
- Possession of good color perception.
- Ability to stand continuously for 2 or more hours.

► Personal or Other:

- Ability to work independently.
- Willingness to work under close supervision.

► Basic:

- Ability to write legibly.
- Basic math skills.
- Oral communication skills.
- Ability to read and follow instructions.



Training Providers

- Rands Systems, Inc. – San Bernardino
- Southern California Institute of Technology – Anaheim



Recruitment

Surveyed employers report the following methods for recruiting employees:

Private Employment	12%
Public School Referrals	6%
In-House Promotion	41%
Employment Dev. Dept.	6%
Newspaper Ads	82%
Employee Referrals	24%

CCOIS 1998

Riverside County Economic Development Agency

Machinists

OES Code: 891080

15 Firms Responding

DOT: 600.280-022 Title: Machinist**DOT: 600.280-042 Title: Maintenance Machinist**

Description

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.50 – 15.00 Median \$ 7.50

New to Firm, Experience

Range \$ 10.00 – 20.00 Median \$ 15.00

Three+ Years with Firm Experience

Range \$ 11.00 – 25.00 Median \$ 18.00

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	87%	0%
Dental Insurance	53%	0%
Vision Insurance	40%	0%
Life Insurance	47%	0%
Paid Sick Leave	20%	0%
Paid Vacation	87%	0%
Retirement Plan	47%	0%
Child Care	0%	0%



Work Patterns

- ▶ 100% of all employees in this occupation work full-time, averaging 43 hours per week.
- ▶ Employees in the occupation: 92% male and 8% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Large (1,080 – 1,370)

Growth Rate: Faster than Average (1.14)

Job Openings: 450

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	7%	53%	40%
Projected over the next three years	7%	47%	46%



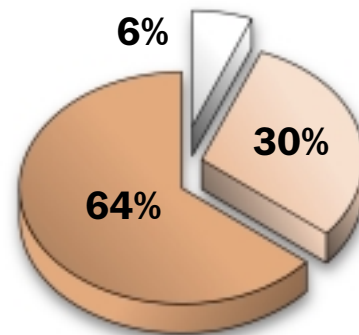
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	13%	13%	13%	61%
Inexperienced	27%	9%	27%	37%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 30% Less than High School
- 64% High School
- 6% College but No Degree

Machinists

15 Firms Responding

OES Code: 891080

DOT: 600.280-022 Title: Machinist

DOT: 600.280-042 Title: Maintenance Machinist

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	46%	47%	0%	7%
Previous Work Experience Required	0%	13%	20%	67%

Acceptable work experience includes at least 6 months either as a Machinist, Mechanic, Fabricator, or related field.



General Skills

► Technical:

- Ability to operate numerically controlled (NC) machines.
- Understanding of military specification.
- Shop math skills.
- Ability to read blueprints.
- Ability to use hand tools.
- Ability to operate computer numerically controlled machines.
- Ability to use precision tools.
- Ability to write effectively.

► Physical:

- Manually dexterity.
- Ability to stand continuously for 2 or more hours.
- Ability to perform precision work.
- Ability to lift at least 50 lbs. repeatedly.

► Personal or Other:

- Ability to provide own hand tools.
- Willingness to work with close supervision.
- Ability to work independently.

► Basic:

- Ability to read and follow instructions.
- Ability to write legibly.
- Oral communication skills.



Training Providers

- Center for Employment Training – Riverside
- Rands Systems, Inc. – San Bernardino



Recruitment

Surveyed employers report the following methods for recruiting employees:

Trade School	7%
Private School Referrals	67%
In-House Promotion	27%
Unsolicited Applicants	7%
Employment Dev. Dept.	7%
Newspaper Ads	87%
Employee Referrals	13%

CCOIS 1998

Riverside County Economic Development Agency

Maintenance Repairers – General Utility

OES Code: 851320

15 Firms Responding

DOT: 899.261-014 Title: Maint. Repairer, Industrial

DOT: 899.381-010 Title: Maint. Repairer, Build.



Description

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boiler-making, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 5.75 – 11.00 Median \$ 7.00

New to Firm, Experience

Range \$ 6.50 – 16.00 Median \$ 8.00

Three+ Years with Firm Experience

Range \$ 8.00 – 20.00 Median \$ 11.00

UNION

New to Firm, No Experience

Range \$ 8.63 – 12.08 Median \$ 10.58

New to Firm, Experience

Range \$ 9.78 – 15.00 Median \$ 11.81

Three+ Years with Firm Experience

Range \$ 11.01 – 17.93 Median \$ 13.81

- Of the firms responding, 40% were Non-Union, 60% were Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	0%
Dental Insurance	100%	0%
Vision Insurance	83%	0%
Life Insurance	75%	0%
Paid Sick Leave	92%	0%
Paid Vacation	100%	0%
Retirement Plan	92%	0%
Child Care	0%	0%



Work Patterns

- ▶ 90% of all employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of the employees surveyed work part-time, averaging 20 hours per week.
- ▶ 9% of the employees surveyed work temporary or on call, averaging 40 hours per week.
- ▶ Employees in the occupation: 97% male and 3% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Very Large (3,870 – 4,920)

Growth Rate: Faster than Average (1.14)

Job Openings: 1,670

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	86%	14%
Projected over the next three years	0%	40%	60%



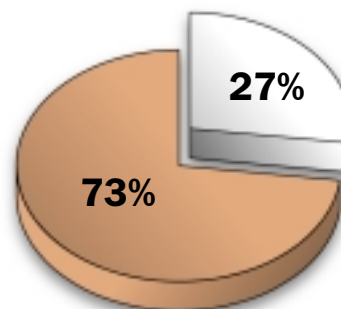
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	60%	7%	13%	20%
Inexperienced	43%	14%	7%	36%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 73% High School
- 27% College but No Degree

Maintenance Repairers – General Utility

15 Firms Responding **OES Code: 851320****DOT:** 899.261-014 **Title:** Maint. Repairer, Industrial**DOT:** 899.381-010 **Title:** Maint. Repairer, Build.

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	27%	27%	13%	33%
Previous Work Experience Required	0%	27%	33%	40%

Acceptable work experience includes at least 12 months as a Maintenance Worker, Maintenance Mechanic, or Electrician.



General Skills

► Technical:

Swimming pool maintenance skills.
 Record keeping skills.
 Ability to read blueprints.
 Ability to operate power hand tools.
 Ability to repair/install heating and air conditioning systems.
 Ability to do cement work.
 Arc welding skills.
 Painting skills.
 Carpentry skills.
 Electrical repair skills.
 Plumbing repair skills.

► Physical:

Ability to lift at least 50 lbs. repeatedly.

► Personal or Other:

Ability to work independently.
 Willingness to work under close supervision.

► Basic:

Ability to write legibly.
 Basic math skills.
 Oral communication skills.
 Ability to read and follow instructions.



Training Providers

- Brownson Technical School – Anaheim
- North American Heating & Air Conditioning Training Center, Inc. – Redlands
- ROP – Cathedral City High School
- ROP – Coachella Valley High School – Thermal
- ROP – Indio High School – Indio
- ROP – Norte Vista High School – Riverside
- ROP – Perris High School – Perris
- ROP – Palm Springs High School – Palm Springs
- ROP – Twin Pines High School – Banning
- California Institute of Customer Engineering of O.C., Inc. – Ontario
- Center for Employment Training – Indio



Recruitment

Surveyed employers report the following methods for recruiting employees:

Private School Referrals	7%
Public School Referrals	20%
In-House Promotion	33%
Unsolicited Applicants	40%
Employment Dev. Dept.	7%
Newspaper Ads	93%
Employee Referrals	27%

CCOIS 1998

Riverside County Economic Development Agency

Medical and Clinical Laboratory Assistants

OES Code: 329050

15 Firms Responding

DOT: 078.381-014 Title: Medical Lab Technician

DOT: 078.687-010 Title: Lab Assistant



Description

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment, which does not require interpretation or judgment to read the results. They may label, centrifuge, and transfer specimens, transcribe results, and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Medical Laboratory Technician.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 12.00 Median \$ 8.13

New to Firm, Experience

Range \$ 7.00 – 14.00 Median \$ 9.45

Three+ Years with Firm Experience

Range \$ 8.00 – 17.00 Median \$ 10.12

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	20%
Dental Insurance	93%	20%
Vision Insurance	80%	20%
Life Insurance	73%	20%
Paid Sick Leave	93%	20%
Paid Vacation	93%	20%
Retirement Plan	73%	20%
Child Care	0%	0%



Work Patterns

- ▶ 80% of all employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 14% of the employees surveyed work part-time, averaging 20 hours per week.
- ▶ 6% of the employees surveyed work temporary or on call, averaging 33 hours per week.
- ▶ Employees in the occupation: 28% male and 72% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Small (220 – 280)

Growth Rate: Faster than Average (1.15)

Job Openings: 90

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	73%	27%
Projected over the next three years	6%	67%	27%



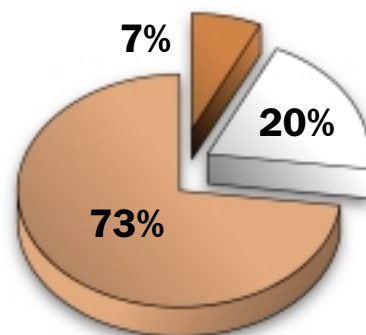
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	33%	27%	27%	13%
Inexperienced	26%	7%	47%	20%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 73% High School
- 20% College but No Degree
- 7% Associate Degree

Medical and Clinical Laboratory Assistants

15 Firms Responding

OES Code: 329050

DOT: 078.381-014 Title: Medical Lab Technician DOT: 078.687-010 Title: Lab Assistant

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	7%	53%	27%	13%
Previous Work Experience Required	13%	7%	47%	33%

Acceptable work experience includes at least 12 months as a Phlebotomist, Lab Assistant, OB/GYN Assistant, or Medical Assistant.



General Skills

► Technical:

- Ability to operate precision laboratory equipment.
- Record keeping skills.
- Ability to apply sterilization techniques.
- Blood drawing skills.
- Ability to use computer applications in research.
- Ability to write effectively.
- Knowledge of medical terminology.

► Physical:

- Manual dexterity.
- Ability to concentrate for long periods of time.
- Possession of good color perception.
- Ability to sit continuously for 2 or more hours.
- Good vision.

► Personal or Other:

- Ability to pay attention to detail.
- Ability to work independently.
- Willingness to work under close supervision.

► Basic:

- Ability to write legibly.
- Oral communication skills.
- Ability to read and follow instructions.
- Ability to follow oral instructions.



Training Providers

- Summit Career College – Colton
- Pacific College – Costa Mesa
- US College of Health and Human Services – Riverside
- Skadron School/Corinthian Schools – San Bernardino
- Healthstaff Training Institute – Santa Ana
- California Paramedical & Technical College – Riverside
- InterCoast Colleges – Irvine
- Riverside Community College – Riverside
- Maric College of Medical Careers – San Marcos
- Mt. San Jacinto Community College – San Jacinto
- Nova Health Technology – Ontario
- Riverside Unified School District, Educational Options Center – Riverside



Recruitment

Surveyed employers report the following methods for recruiting employees:

Hospitals	13%
Private Employment	13%
In-House Promotion	47%
Unsolicited Applicants	47%
Newspaper Ads	73%
Employee Referrals	40%

CCOIS 1998

Riverside County Economic Development Agency

Multimedia Specialists

Non-OES Code: 030064996

15 Firms Responding

DOT: 030.064-996

Title: Multimedia Specialists



Description

Multimedia Specialists work in one or more of the following phases of multimedia production: planning and storyboards (quick sketches of the different scenes that will happen), script writing, graphics, digital sound recording and mixing, scanning and retouching of photos, making the related scenes interactive using specialized computer software and simple programming language. The occupation of Multimedia within Riverside County is still considered to be that of a Graphic Designer.



Wages and Benefits

NON-UNION, UNION AND UNION UNDETERMINED

New to Firm, No Experience

Range \$ 5.29 – 17.00 Median \$ 8.94

New to Firm, Experience

Range \$ 7.02 – 18.00 Median \$ 11.00

Three+ Years with Firm Experience

Range \$ 11.00 – 39.00 Median \$ 15.00

- Of the firms responding, 87% were Non-Union, 13% were union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	93%	0%
Dental Insurance	79%	0%
Vision Insurance	29%	0%
Life Insurance	50%	0%
Paid Sick Leave	57%	0%
Paid Vacation	86%	0%
Retirement Plan	50%	0%
Child Care	0%	0%



Work Patterns

- ▶ 89% of all employees in this occupation work full-time, averaging 39 hours per week.
- ▶ 11% of the employees surveyed work part-time, averaging 25 hours per week.
- ▶ Employees in the occupation: 39% male and 61% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

No EDD Projections Available

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	7%	73%	20%
Projected over the next three years	6%	47%	47%



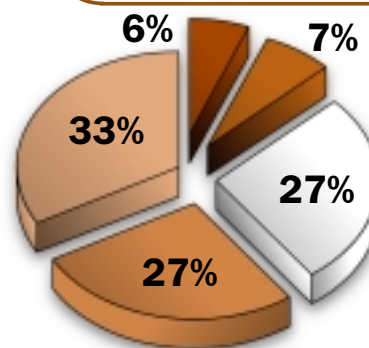
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	27%	20%	33%	20%
Inexperienced	50%	8%	0%	42%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 33% High School
- 27% College but No Degree
- 27% Associate Degree
- 7% Bachelor Degree
- 6% Graduate Study

Multimedia Specialists

DOT: 030.064-996 Title: Multimedia Specialists

15 Firms Responding

Non-OES Code: 030064996

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	40%	40%	13%	7%
Previous Work Experience Required	0%	0%	27%	73%

Acceptable work experience includes at least 12 months as a Graphic Artist, Audio Technician, Web Designer, or Software Programmer.



General Skills

No General Skills were collected.



Training Providers

- ▶ University of California, Riverside
- ▶ Summit Career College – Colton
- ▶ InterCoast College – Irvine
- ▶ Riverside Community College – Riverside
- ▶ EdNet Career Institute – Woodland Hills
- ▶ California State University, Long Beach



Recruitment

Surveyed employers report the following methods for recruiting employees:

College Advertisement	27%
Private School Referrals	7%
Public School Referrals	13%
In-House Promotion	33%
Employment Dev. Dept.	20%
Newspaper Ads	67%
Employee Referrals	60%

Numerical-Control, Machine-Tool Operators, and Tenders – Metal and Plastic

OES Code: 915020

15 Firms Responding

DOT: 605.382-046 **Title:** Numerical-Control Oper.**DOT:** 609.360-010 **Title:** Num.-Cont.Set-Up Oper.

Description

Numerical-Control Machine-Tool Operators and Tenders set up and operate magnetic or punched-tape controlled machine tools that automatically mill, drill, broach, and ream metal or plastic parts. They may adjust machine feed and speed and change cutters to machine parts to specification when automatic programming is faulty or if machine malfunctions.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 7.00 Median \$ 6.25

New to Firm, Experience

Range \$ 6.25 – 20.00 Median \$ 9.50

Three+ Years with Firm Experience

Range \$ 9.00 – 25.00 Median \$ 15.00

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	0%
Dental Insurance	23%	0%
Vision Insurance	8%	0%
Life Insurance	38%	0%
Paid Sick Leave	23%	0%
Paid Vacation	92%	0%
Retirement Plan	46%	0%
Child Care	0%	0%



Work Patterns

- ▶ 100% of all employees in this occupation work full-time, averaging 44 hours per week.
- ▶ Employees in the occupation: 91% male and 9% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Small (120 – 190)

Growth Rate: Much Faster than Average (2.46)

Job Openings: 90

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	13%	53%	34%
Projected over the next three years	7%	40%	53%



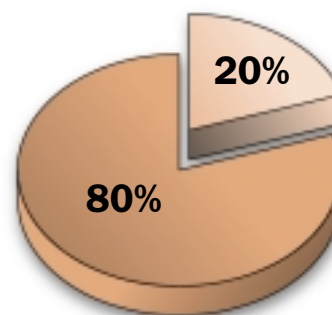
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	14%	0%	29%	57%
Inexperienced	40%	6%	27%	27%



Education & Training

Surveyed employers report the following education levels of recent hires:



20% Less than High School
80% High School

Numerical-Control, Machine-Tool Operators, & Tenders—Metal and Plastic

15 Firms Responding

OES Code: 915020

DOT: 605.382-046 Title: Numerical-Control Oper. DOT: 609.360-010 Title: Num.-Cont.Set-Up Oper.

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	27%	46%	20%	7%
Previous Work Experience Required	47%	7%	13%	33%

Acceptable work experience includes at least 6 months as a Machinist or Computer Numeric Control Operator.



General Skills

► Technical:

Ability to operate numerically controlled (NC) machines.
 Knowledge of algebra.
 Ability to operate precision measuring instruments.
 Ability to use and read a tape measure.
 Understanding of military specifications.
 Ability to set up machines.
 Shop math skills.
 Ability to set up machines.
 Ability to read working drawings.
 Ability to follow safe equipment operating practices.
 Ability to operate computer numerically controlled machines.
 Ability to read blueprints.
 Understanding of NASA specifications.

► Physical:

Manual dexterity.
 Good eye-hand coordination.

► Personal or Other:

Willingness to work with close supervision.
 Ability to secure a military security clearance.
 Ability to work independently.

► Basic:

Oral communication skills.
 Ability to read and follow instructions.
 Ability to write legibly.



Training Providers

- Center for Employment Training – Riverside
- Rands Systems, Inc. – San Bernardino
- Riverside Community College – Riverside



Recruitment

Surveyed employers report the following methods for recruiting employees:

Word of Mouth	7%
Private Employment	7%
Unsolicited Applicants	7%
Employment Dev. Dept.	29%
Newspaper Ads	71%
Employee Referrals	14%

CCOIS **1998**

Riverside County Economic Development Agency

Roofers

OES Code: 878080

15 Firms Responding

DOT: 866.381-014 Title: Roofer Apprentice**DOT: 866.381-010 Title: Roofers**

Description

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood and related materials using brushes, knives, punches, hammers, and other tools. They may spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.



Wages and Benefits

New to Firm, No Experience

Range \$ 6.00 – 8.00 Median \$ 7.19

New to Firm, Experience

Range \$ 8.15 – 18.00 Median \$ 14.00

Three+ Years with Firm Experience

Range \$ 15.00 – 25.00 Median \$ 18.00

- Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	0%
Dental Insurance	0%	0%
Vision Insurance	0%	0%
Life Insurance	0%	0%
Paid Sick Leave	0%	0%
Paid Vacation	0%	0%
Retirement Plan	0%	0%
Child Care	0%	0%



Work Patterns

- ▶ 83% of all employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of the employees surveyed work part-time, averaging 22 hours per week.
- ▶ 11% of the employees surveyed work temporary or on call, averaging 40 hours per week.
- ▶ 5% of the employees surveyed work seasonal, averaging 40 hours per week.
- ▶ Employees in the occupation: 100% male.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*
(County Average Growth 23.7%)

Size: Medium (470 – 600)

Growth Rate: Faster than Average (1.17)

Job Openings: 200

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	73%	27%
Projected over the next three years	0%	73%	27%



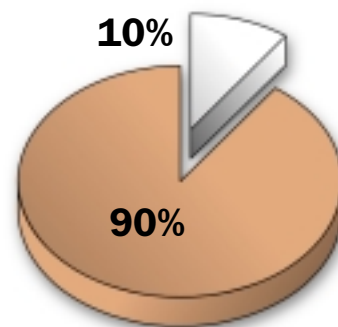
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	7%	7%	0%	86%
Inexperienced	50%	38%	12%	0%



Education & Training

Surveyed employers report the following education levels of recent hires:



■ 90% High School
□ 10% College but No Degree

Roofers

15 Firms Responding

OES Code: 878080

DOT: 866.381-014 Title: Roofer Apprentice DOT: 866.381-010 Title: Roofers

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	47%	40%	7%	6%
Previous Work Experience Required	0%	20%	13%	67%

Acceptable work experience includes at least 6 months as a Firefighter.



General Skills

► Technical:

Ability to apply asphalt felts and coating.
 Knowledge of tar and asphalt mixtures.
 Ability to install and repair shingles and shakes.
 Shop math skills.
 Ability to apply composition roofing materials.
 Ability to implement safe work practices.
 Basic construction skills.
 Carpentry skills.
 Ability to install and repair roofing titles.
 Understanding of building codes.
 Valid California driver's license.

► Physical:

Ability to climb to high places.
 Ability to tolerate dust and unpleasant odors.
 Lift at least 100 lbs. repeatedly.

► Personal or Other:

Willingness to work with close supervision.
 Ability to work independently.

► Basic:

Ability to write legibly.
 Oral communication skills.
 Ability to read and follow instructions.



Training Providers

- No schools provide this training in Riverside County



Recruitment

Surveyed employers report the following methods for recruiting employees:

Previous Employees	7%
Unsolicited Applicants	7%
Newspaper Ads	60%
Employee Referrals	60%

Social Workers – Medical and Psychiatric

OES Code: 273020

15 Firms Responding

DOT: 045.107-058 Title: Substance Abuse Counselor

DOT: 195.107-030 Title: Social Worker, Medical



Description

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Please include Chemical Dependency Counselors.



Wages and Benefits

NON-UNION

New to Firm, No Experience

Range \$ 5.75 – 20.00 Median \$ 12.47

New to Firm, Experience

Range \$ 6.00 – 22.54 Median \$ 13.95

Three+ Years with Firm Experience

Range \$ 7.00 – 25.00 Median \$ 16.17

UNION

New to Firm, No Experience

Range \$ 16.68 – 16.68 Median \$ 16.68

New to Firm, Experience

Range \$ 16.68 – 16.68 Median \$ 16.68

Three+ Years with Firm Experience

Range \$ 24.14 – 24.14 Median \$ 24.14

- Of the firms responding, 93% were Non-Union, 7% were Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	14%
Dental Insurance	100%	14%
Vision Insurance	71%	14%
Life Insurance	100%	14%
Paid Sick Leave	13%	25%
Paid Vacation	13%	31%
Retirement Plan	6%	25%
Child Care	0%	0%



Work Patterns

- ▶ 94% of all employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 6% of the employees surveyed work part-time, averaging 7 hours per week.
- ▶ Employees in the occupation: 28% male and 72% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Large (1,120 – 1,540)

Growth Rate: Much Faster than Average (1.58)

Job Openings: 590

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	7%	80%	13%
Projected over the next three years	0%	67%	33%



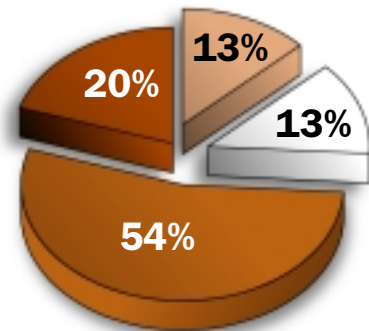
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	20%	33%	20%	27%
Inexperienced	36%	36%	14%	14%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 13% High School
- 13% College but No Degree
- 54% Bachelor Degree
- 20% Graduate Study

Social Workers – Medical and Psychiatric

15 Firms Responding **OES Code: 273020****DOT:** 045.107-058 **Title:** Substance Abuse Counselor **DOT:** 195.107-030 **Title:** Social Worker, Medical

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	60%	27%	13%	0%
Previous Work Experience Required	0%	34%	53%	13%

Acceptable work experience includes at least 12 months as a Social Worker, Drug and Alcohol Counselor, or Psychologist.



General Skills

► Technical:

Understanding of court proceedings.
 Record keeping skills.
 Knowledge of veteran's services.
 Ability to treat substance abuse.
 Knowledge of protective services for children and adults.
 Psychiatric social work skills.
 Knowledge of family social work.
 Ability to interview others for information.
 Valid California driver's license.
 Ability to write effectively.

► Personal or Other:

Possession of a clean police record
 Understanding of a variety of cultures
 Ability to handle crisis situations
 Ability to work independently
 Ability to apply complex rules and regulations
 Willingness to work under close supervision

► Basic:

Basic math skills
 Oral communication skills
 Ability to read and follow instructions



Training Providers

► Mt. San Jacinto Community College



Recruitment

Surveyed employers report the following methods for recruiting employees:

Industry Journals	7%
Private School Referrals	13%
Public School Referrals	20%
In-House Promotion	27%
Unsolicited Applicants	20%
Employment Dev. Dept.	13%
Newspaper Ads	67%
Employee Referrals	40%

CCOIS 1998
Riverside County Economic Development Agency

Stock Clerks – Stockroom, Warehouse, Storage Yard

OES Code: 580230

15 Firms Responding

DOT: 219.367-018 Title: Merchandise Distributor

DOT: 222.387-058 Title: Stock Clerk



Description

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Please do not include stockroom laborers and workers whose primary duties involve shipping, weighing, and checking.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 9.59 Median \$ 6.25

New to Firm, Experience

Range \$ 5.75 – 11.99 Median \$ 6.50

Three+ Years with Firm Experience

Range \$ 5.75 – 16.78 Median \$ 8.00

- Of the firms responding, 93% were Non-Union, 7% were Union. The 7% Union did not pose an impact on the wage section

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	7%
Dental Insurance	80%	0%
Vision Insurance	73%	0%
Life Insurance	73%	0%
Paid Sick Leave	67%	0%
Paid Vacation	73%	0%
Retirement Plan	47%	0%
Child Care	7%	0%



Work Patterns

- 72% of all employees in this occupation work full-time, averaging 40 hours per week.
- 28% of the employees surveyed work part-time, averaging 20 hours per week.
- Employees in the occupation: 74% male and 26% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Very Large (2,340 – 2,670)

Growth Rate: Average (1.68)

Job Openings: 680

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	47%	53%
Projected over the next three years	0%	60%	40%



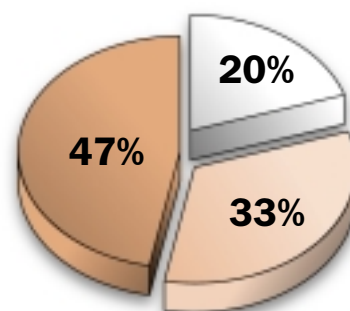
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	53%	7%	13%	27%
Inexperienced	66%	7%	27%	0%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 33% Less than High School
- 47% High School
- 20% College but No Degree

Stock Clerks – Stockroom, Warehouse, Storage Yard

15 Firms Responding

OES Code: 630080

DOT: 219.367-018 Title: Merchandise Distributor DOT: 222.387-058 Title: Stock Clerk

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	7%	20%	7%	66%
Previous Work Experience Required	53%	27%	20%	0%

Acceptable work experience includes at least 2 months as a Stock Clerk, Supply, or Forklift Operator.



General Skills

► Technical:

- Ability to operate a forklift.
- Record keeping skills.
- Understanding of inventory techniques.
- Labeling skills.
- Ability to stock shelves.
- Bondable.
- Possession of valid driver's license.

► Physical:

- Ability to lift at least 50 lbs. repeatedly.

► Personal or Other:

- Public contact skills.
- Ability to work independently.
- Willingness to work under close supervision.

► Basic:

- Ability to write legibly.
- Basic math skills.
- Ability to read and follow instructions.
- Oral communication skills.
- Ability to read and follow instructions.



Training Providers

- Center for Employment Training – Indio
- Center for Employment Training – Temecula
- Center for Employment Training – Riverside



Recruitment

Surveyed employers report the following methods for recruiting employees:

Private Employment	27%
Private School Referrals	7%
Public School Referrals	13%
In-House Promotion	67%
Unsolicited Applicants	40%
Employment Dev. Dept.	13%
Newspaper Ads	33%
Employee Referrals	53%

Teachers and Instructors – Vocational Education and Training

OES Code: 313140

16 Firms Responding

DOT: 090.222-010 Title: Inst. Business Education**DOT: 097.221-010 Title: Inst. Voc. Training**

Description

Vocational Education Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Please include correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communication equipment.



Wages and Benefits

NON-UNION, UNION, AND UNION UNDETERMINED

New to Firm, No Experience

Range \$ 6.00 – 35.00 Median \$ 15.89

New to Firm, Experience

Range \$ 9.00 – 35.00 Median \$ 19.00

Three+ Years with Firm Experience

Range \$ 12.00 – 35.00 Median \$ 23.59

- Of the firms responding, 87% were Non-Union, 13% were Union. Public sector educators are mostly Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	83%	8%
Dental Insurance	75%	8%
Vision Insurance	58%	8%
Life Insurance	50%	8%
Paid Sick Leave	92%	17%
Paid Vacation	92%	17%
Retirement Plan	58%	8%
Child Care	8%	8%



Work Patterns

- ▶ 44% of all employees in this occupation work full-time, averaging 41 hours per week.
- ▶ 55% of the employees surveyed work part-time, averaging 19 hours per week.
- ▶ 1% of the employees surveyed work temporary or on call, averaging 30 hours per week.
- ▶ Employees in the occupation: 58% male and 42% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small (560 – 660)

Growth Rate: Slower than Average (.76)

Job Openings: 130

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	38%	62%
Projected over the next three years	0%	20%	80%



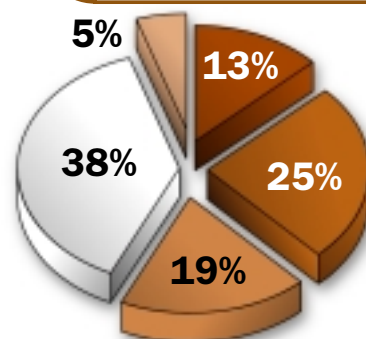
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	13%	13%	56%	18%
Inexperienced	20%	13%	40%	27%



Education & Training

Surveyed employers report the following education levels of recent hires:



- 5% High School
- 38% College but No Degree
- 19% Associate Degree
- 25% Bachelor Degree
- 13% Graduate Study

Teachers and Instructors – Vocational Education & Training

DOT: 090.222-010 Title: Inst. Business Education 16 Firms Responding OES Code: 630080
 DOT: 097.221-010 Title: Inst. Voc. Training

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	56%	25%	6%	13%
Previous Work Experience Required	0%	13%	31%	56%

Acceptable work experience includes at least 24 months as a Teacher, Instructor, or related field.



General Skills

► Technical:

- Ability to understand foreign accents.
- Ability to give oral instructions.
- Knowledge of OSHA safety standards.
- Ability to perform advanced mathematical computations.
- Ability to write effectively.

► Physical:

- Ability to perform strenuous, physically demanding work.

► Personal or Other:

- Willingness to work part-time.
- Willingness to work evenings.
- Ability to work under pressure.
- Ability to work independently.
- Tactfulness.
- Ability to maintain classroom discipline.

► Basic:

- Ability to write legibly.



Training Providers

- University of California, Extension – Riverside
- North American Heating & Air Conditioning Training Center, Inc. - Redlands



Recruitment

Surveyed employers report the following methods for recruiting employees:

Other*	13%
Private School Referrals	13%
Public School Referrals	13%
In-House Promotion	25%
Unsolicited Applicants	13%
Employment Dev. Dept.	6%
Newspaper Ads	75%
Employee Referrals	19%

**Word of Mouth, Community College Registry*

Teachers, Preschool

OES Code: 313030

15 Firms Responding

DOT: 092.227-018 Title: Teacher, Preschool



Description

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State Certification.



Wages and Benefits

NON-UNION, UNION, AND UNION UNDETERMINED

New to Firm, No Experience

Range \$ 5.75 – 13.43 Median \$ 6.00

New to Firm, Experience

Range \$ 6.00 – 13.70 Median \$ 7.00

Three+ Years with Firm Experience

Range \$ 7.00 – 25.36 Median \$ 8.00

- Of the firms responding, 93% were Non-Union, 7% were Union. Union wages tend to be higher.

Benefits

	FULL TIME	PART TIME
Medical Insurance	93%	27%
Dental Insurance	67%	27%
Vision Insurance	47%	13%
Life Insurance	40%	20%
Paid Sick Leave	73%	27%
Paid Vacation	87%	27%
Retirement Plan	53%	13%
Child Care	53%	13%



Work Patterns

- ▶ 68% of all employees in this occupation work full-time, averaging 39 hours per week.
- ▶ 32% of the employees surveyed work part-time, averaging 22 hours per week.
- ▶ Employees in the occupation: 1% male and 99% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Large (1,220 – 1,530)

Growth Rate: Slower than Average (1.10)

Job Openings: 470

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	53%	47%
Projected over the next three years	0%	13%	87%



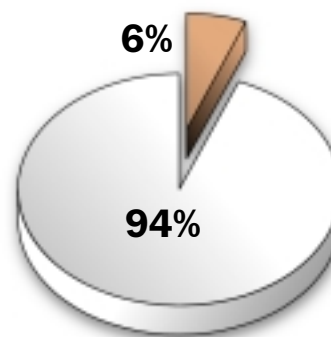
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	33%	13%	47%	7%
Inexperienced	73%	20%	0%	7%



Education & Training

Surveyed employers report the following education levels of recent hires:



■ 6% High School
□ 94% College but No Degree

Teachers, Preschool

15 Firms Responding

OES Code: 313030

DOT: 092.227-018 Title: Teacher, Preschool

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	13%	33%	47%	7%
Previous Work Experience Required	13%	27%	27%	33%

Acceptable work experience includes at least 6 months as a Babysitter, Child Care, Teacher Assistant, or working with children.



General Skills

► Technical:

Understanding of a variety of cultures.
 Ability to operate audiovisual equipment.
 Oral reading skills.
 Artistic skills.
 Musical skills.
 Supervisory skills.
 Classroom management skills.
 Record keeping skills.
 Ability to administer emergency first aid.
 Problem solving skills.
 Ability to apply principles of recreation.

► Personal or Other:

Possession of a clean police record.
 Ability to work under pressure.
 Ability to exercise patience.
 Ability to work independently.
 Willingness to work under close supervision.

► Basic:

Ability to write effectively.
 Basic math skills.
 Oral communication skills.
 Ability to read and follow instructions.



Training Providers

- University of California, Riverside
- College of the Desert - Palm Desert
- Mt. San Jacinto Community College



Recruitment

Surveyed employers report the following methods for recruiting employees:

Other*	27%
Private Employment	7%
Private School Referrals	7%
Public School Referrals	67%
In-House Promotion	27%
Unsolicited Applicants	7%
Employment Dev. Dept.	7%
Newspaper Ads	87%
Employee Referrals	13%

*Radio, Internet, Riverside County Personnel, Riverside County Office of Education.

CCOIS **1998**

Riverside County Economic Development Agency

Telephone and Cable T.V. Line Installers and Repairers

OES Code: 857020

15 Firms Responding

DOT: 821.281-010 Title: Cable Tv Installer**DOT: 822.381-014 Title: Line Installer-Repairer**

Description

Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as support, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.



Wages and Benefits

New to Firm, No Experience

Range \$ 5.75 – 10.00 Median \$ 7.01

New to Firm, Experience

Range \$ 7.00 – 12.00 Median \$ 9.00

Three+ Years with Firm Experience

Range \$ 10.00 – 16.00 Median \$ 12.00

• Of the firms responding, 100% were Non-Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	80%	0%
Dental Insurance	53%	0%
Vision Insurance	40%	0%
Life Insurance	7%	0%
Paid Sick Leave	47%	0%
Paid Vacation	93%	0%
Retirement Plan	13%	0%
Child Care	0%	0%



Work Patterns

- ▶ 98% of all employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 2% of the employees surveyed work part-time, averaging 20 hours per week.
- ▶ Employees in the occupation: 98% male and 2% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small (420 – 500)

Growth Rate: Slower than Average (.80)

Job Openings: 130

*Employment Development Department Projections Report

Employment Levels	Decline	Remain Stable	Grow
During the Past Year	0%	47%	53%
Projected over the next three years	0%	47%	53%



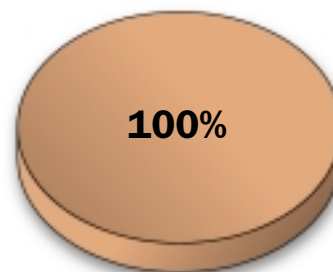
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	0%	33%	40%	27%
Inexperienced	73%	20%	7%	0%



Education & Training

Surveyed employers report the following education levels of recent hires:



■ 100% High School

Telephone and Cable T.V. Line Installers and Repairers

15 Firms Responding

OES Code: 857020

DOT: 821.281-010 Title: Cable Tv Installer

DOT: 822.381-014 Title: Line Installer-Repairer

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	53%	40%	0%	7%
Previous Work Experience Required	27%	47%	20%	6%

Acceptable work experience includes at least 12 months as a Cable Installer, Telephone Installer, Telecommunications, or Telephone Systems Technician.



General Skills

► Technical:

Ability to operate electric testing equipment.
 Ability to apply principles of microwave technology.
 Ability to read blueprints.
 Ability to read schematics.
 Understanding of fiberoptics.
 Ability to implement safe work practices.
 Ability to operate trenching machines.
 Ability to apply laser technology.
 Valid driver's license.
 Problems solving skills.
 Ability to use service manual.
 Ability to use hand tools.

► Physical:

Ability to climb poles.
 Good color perception.
 Ability to crawl under buildings.

► Personal or Other:

Willingness to work on call.
 Ability to work independently.
 Willingness to work under close supervision.

► Basic:

Ability to write legibly.
 Basic math skills.
 Oral communication skills.
 Ability to read and follow instructions.



Training Providers

- Southern California Institute of Technology - Anaheim
- International Brotherhood of Electrical Workers – Local
- California Institute of Customer Engineering of O.C., Inc. – Ontario



Recruitment

Surveyed employers report the following methods for recruiting employees:

Private Employment	7%
In-House Promotion	21%
Unsolicited Applicants	7%
Employment Dev. Dept.	7%
Newspaper Ads	86%
Employee Referrals	36%

CCOIS **1998**

Riverside County Economic Development Agency

Welfare Eligibility Workers and Interviewers

OES Code: 535020

1 Firms Responding

DOT: 168.267-038 Title: Occupancy Interviewer

DOT: 195.267-010 Title: Eligibility Worker



Description

Welfare Eligibility Workers and Interviewers interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. Their duties include recording and evaluating personal and financial data obtained from individuals; initiating procedures to grant, modify, deny, or terminate eligibility for various aid programs; authorizing amount of grants; and preparing reports. These workers generally receive specialized training and assist social service caseworkers.



Wages and Benefits

UNION

New to Firm, No Experience

Range \$ 9.39 – 9.39 Median \$ 9.39

New to Firm, Experience

Range \$ 9.90 – 9.90 Median \$ 9.90

Three+ Years with Firm Experience

Range \$ 12.47 – 12.47 Median \$ 12.47

• Of the firms responding, 100% were Union.

Benefits

	FULL TIME	PART TIME
Medical Insurance	100%	0%
Dental Insurance	100%	0%
Vision Insurance	100%	0%
Life Insurance	0%	0%
Paid Sick Leave	100%	0%
Paid Vacation	100%	0%
Retirement Plan	100%	0%
Child Care	0%	0%



Work Patterns

- ▶ 98% of all employees in this occupation work full-time, averaging 40 hours per week.
- ▶ 1% of the employees surveyed work part-time, averaging 30 hours per week.
- ▶ 1% of the employees surveyed work seasonal, averaging 20 hours per week.
- ▶ Employees in the occupation: 15% male and 85% female.



Employment Trends

Riverside County Occupational Forecast 1995 – 2002*

(County Average Growth 23.7%)

Size: Small (790 – 870)

Growth Rate: Slower than Average (.43)

Job Openings: 360

*Employment Development Department Projections Report

The employer of this occupation reported that the occupation grew during the past year. However, it projects a decline over the next three years.



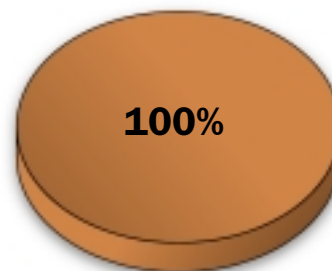
Supply and Demand

Difficulty	None	Little	Somewhat	Very
Fully Experienced–Qualified	0%	0%	0%	100%
Inexperienced	0%	0%	100%	0%



Education & Training

Surveyed employers report the following education levels of recent hires:



■ 100% High School

Welfare Eligibility Workers and Interviewers

1 Firms Responding

OES Code: 535020

DOT: 168.267-038 Title: Occupancy Interviewer

DOT: 195.267-010 Title: Eligibility Worker

Training or Related Work Experience Required



	NEVER	SOMETIMES	USUALLY	ALWAYS
Training as a Substitute for Experience	0%	0%	100%	0%
Previous Work Experience Required	0%	0%	100%	0%

Acceptable work experience includes at least 24 months as a Clerical Office Assistant or Higher Level Clerical.



General Skills

► Technical:

- Record keeping skills.
- Alphabetic and numeric filing skills.
- Ability to use a calculator.
- Ability to interview others for information.
- Ability to understand a foreign accent.
- Ability to write effectively.

► Personal or Other:

- Public contact skills.
- Ability to work independently.
- Willingness to work under close supervision.
- Tactfulness.
- Ability to work under pressure.
- Understanding of a variety of cultures.
- Ability to apply complex rules and regulations.

► Basic:

- Ability to write legibly.
- Oral communication skills.
- Ability to read and follow instructions.
- Basic math skills.



Training Providers

- Executive Business Institute – Riverside
- Career Moves, Inc. – Riverside
- Mt. San Jacinto Community College



Recruitment

Surveyed employers report the following methods for recruiting employees:

Newspaper Ads	100%
----------------------	-------------

CCOIS

1998

Riverside County Economic Development Agency

CCOIS

Riverside County Economic Development Agency

index

**Occupational
Outlook**

Vocational Training Index

Accountants and Auditors

Career Colleges of America – San Bernardino
Carter Vocational School – Riverside
College of the Desert – Palm Desert
Computer Skills Center – Palm Desert
Educational Options Center – Riverside
Health Care Innovations – Colton
Intercoast Colleges – Burbank
Intercoast Colleges – Riverside
La Sierra University – Riverside
Larson Training Centers – Orange
MTI College – Colton
Palo Verde College – Blythe
Riverside Community College – Moreno Valley
Riverside Community College – Norco
Riverside Community College – Riverside
Skadron College/Corinthian School – San Bernardino
University of California, Extension – Riverside
Westech College – Pomona

Assemblers – Electrical & Electronic Equipment

Computer Education Institute – Riverside
Educational Options Center – Riverside
Mt. San Jacinto College – Menifee
Mt. San Jacinto College – San Jacinto
Riverside Community College – Norco
ROP – Grindstaff Center – Riverside
ROP – Temescal Canyon High – Lake Elsinore

Billing, Cost, and Rate Clerks

Automotive Dealership Business School – Long Beach
California Institute of Customer Engineering – Irvine
Career Colleges of America – San Bernardino
Carter Vocational School – Riverside
Computer Skills Center – Palm Desert
Educational Options Center – Riverside
Four D Success Academy – Colton
Health Care Innovations – Colton
Larson Training Centers – Orange

cont'd – Billing, Cost, and Rate Clerks

Nova Health Technology – Los Angeles
Pacific College – Costa Mesa
Palo Verde College – Blythe
Premiere Career College – Irwindale
ROP – Cathedral City High – Cathedral City
ROP – Palm Springs High – Palm Springs
ROP – Ramona High – Riverside
ROP – Riverside County Office of Education – Indio
ROP – Temecula Valley High – Temecula
ROP – West Valley High – Hemet
Skadron College/Corinthian School – San Bernardino
U. S. Colleges of Health and Human Service – Riverside
Westech College – Pomona

Bookkeeping and Accounting Clerks

Career Colleges of America – San Bernardino
Carter Vocational School – Riverside
College of the Desert – Palm Desert
Computer Education Institute – Riverside
Computer Skills Center – Palm Desert
Educational Option Center – Riverside
Executive Business Institute – Riverside
Health Care Innovations – Colton
La Sierra University – Riverside
Larson Training Centers – Orange
Mt. San Jacinto College – Menifee
Mt. San Jacinto College – San Jacinto
MTI College – Colton
Palo Verde College – Blythe
Riverside Community College – Moreno Valley
Riverside Community College – Norco
Riverside Community College – Riverside
Skadron College/Corinthian School – San Bernardino
Summit Career College – Colton
Westech College – Pomona

Call Center Workers

Upon completion of our research on this occupation, no training provider was found in Riverside County.

Vocational Training Index

Chemical Technicians and Technologists

College of the Desert – Palm Desert
 Mt. San Jacinto College – Menifee
 Mt. San Jacinto College – San Jacinto
 Palo Verde College – Blythe
 Riverside Community College – Riverside

Child Care Workers

College of the Desert – Palm Desert
 La Sierra University – Riverside
 Mt. San Jacinto College – Menifee
 Mt. San Jacinto College – San Jacinto
 Palo Verde College – Blythe
 Riverside Community College – Moreno Valley
 Riverside Community College – Norco
 Riverside Community College – Riverside
 ROP – Banning High – Banning
 ROP – Corona Regional Medical Center – Corona
 ROP – Grindstaff Center – Riverside
 ROP – Moreno Valley USD – Moreno Valley
 ROP – Ortega High – Lake Elsinore
 ROP – Riverside County Office of Education – Indio
 University of California, Extension – Riverside

Computer Programmers

Chapman University Academic Center – Palm Desert
 College of the Desert – Palm Desert
 Helms Technical Training – Torrance
 Mt. San Jacinto College – Menifee
 Mt. San Jacinto College – San Jacinto
 Net 10 Technologies – Rancho Cucamonga
 New Horizons – Burbank
 New Horizons – Colton
 New Horizons – Culver City
 New Horizons – Santa Ana
 Palo Verde College – Blythe
 Riverside Community College – Moreno Valley
 Riverside Community College – Norco
 Riverside Community College – Riverside
 ROP – Grindstaff Center – Riverside

cont'd – Computer Programmers

ROP – Moreno Valley High – Moreno Valley
 ROP – San Jacinto High – San Jacinto
 Software Education of America – Brea
 Software Education of America – Riverside
 United Education Institute – Ontario

Data Processing Equipment Repairers

Associated Technical College – Vista
 California Institute of Customer Engineering – Irvine
 Chapman University Academic Center – Palm Desert
 Computer Education Institute – Riverside
 Executive Business Institute – Riverside
 Net 10 Technologies – Rancho Cucamonga
 New Horizons – Burbank
 New Horizons – Colton
 New Horizons – Culver City
 New Horizons – Santa Ana
 Palo Verde College – Blythe
 ROP – Coachella Valley High – Coachella
 ROP – Hemet High – Hemet
 ROP – Palm Springs High – Palm Springs
 ROP – Riverside County Office of Education – Indio
 ROP – Santiago High – Corona
 ROP – West Valley High – Hemet
 Software Education of America – Riverside
 Software Education of America – Brea
 United Education Institute – Ontario

Financial Managers

Mt. San Jacinto College – Menifee
 Mt. San Jacinto College – San Jacinto
 Palo Verde College – Blythe
 Riverside Community College – Moreno Valley
 Riverside Community College – Norco
 Riverside Community College – Riverside

Vocational Training Index

Home Health Aides

California Paramedical & Technical College – Riverside
Career Moves – Riverside
College of the Desert – Palm Desert
Educational Options Center – Riverside
Four D Success Academy – Colton
Mt. San Jacinto College – Menifee
Mt. San Jacinto College – San Jacinto
Palo Verde College – Blythe
Riverside Community College – Moreno Valley
ROP – Arlington High – Riverside
ROP – Corona Regional Medical Center – Corona
ROP – March Mountain High – Moreno Valley
ROP – Riverside County Office of Education – Indio
ROP – West Valley High – Hemet

Insulation Workers

Upon completion of our research on this occupation, no training provider was found in Riverside County.

Marketing, Advertising, and Public Relations Managers

Mt. San Jacinto College – Menifee
Mt. San Jacinto College – San Jacinto
Riverside Community College – Riverside
ROP – Arlington High – Riverside
ROP – Beaumont High – Beaumont
ROP – Buena Vista High – Corona
ROP – Canyon Springs High – Moreno Valley
ROP – Cathedral City High – Cathedral City
ROP – Chaparral High – Temecula
ROP – Coachella Valley High – Thermal
ROP – Hemet High – Hemet
ROP – Jurupa Valley High – Riverside
ROP – La Sierra High – La Sierra
ROP – Murrieta Valley High – Murrieta
ROP – Norte Vista High – Norte Vista
ROP – Palm Springs High – Palm Springs
ROP – Palo Verde High – Blythe
ROP – Perris High – Perris
ROP – Rancho Verde High – Moreno Valley

cont'd – Marketing, Advertising

ROP – Riverside County Office of Education – Indio
ROP – Rubidoux High – Riverside
ROP – San Jacinto High – San Jacinto
ROP – Temecula Valley High – Temecula
ROP – West Valley High – Hemet
University of California, Extension – Riverside

Medical Secretaries

Career Colleges of America – San Bernardino
Career Moves – Riverside
Educational Options Center – Riverside
Health Care Innovations – Colton
Larson Training Centers – Orange
Palo Verde College – Blythe
Premiere Career College – Irwindale
Riverside Community College – Moreno Valley
Riverside Community College – Norco
Riverside Community College – Riverside
ROP – Grindstaff Center II – Riverside
ROP – March Mountain High – Moreno Valley
Skadron College/Corinthian School – San Bernardino
Summit Career College – Colton
U. S. Colleges of Health and Human Service – Riverside
Westech College – Pomona

Operating Engineers

Advance School of Driving – Upland

Paralegal Personnel

Appraisal Training Service, Inc. – Newport Beach
Appraisal Training Service, Inc. – Torrance
Appraisal Training Service, Inc. – Riverside
California School of Court Reporting – Riverside
California Southern Law School – Riverside
Chapman University Academic Center – Palm Desert
Federal Paralegal College – Riverside
Intercoast Colleges – Riverside
MTI College – Colton
Riverside Community College – Riverside

Vocational Training Index

Pest Controllers and Pest Control Assistants

Advanced Institute of Pest Technology – Anaheim

Purchasing Managers

Upon completion of our research on this occupation, no training provider was found in Riverside County.

Residential Counselor

California Baptist University – Riverside
Chapman University Academic Center – Palm Desert
Mt. San Jacinto College – Menifee
Mt. San Jacinto College – San Jacinto
Riverside Community College – Moreno Valley
Riverside Community College – Norco
Riverside Community College – Riverside
University of California, Extension – Riverside

Respiratory Care Practitioners

California Paramedical & Technical College – Riverside
College of the Desert – Palm Desert

Storage and Distribution Managers

Larson Training Centers – Orange
Riverside Community College – Moreno Valley
Riverside Community College – Norco
Riverside Community College – Riverside

Systems Analyst – Electronic Data Processing

Chapman University Academic Center – Palm Desert
EDNET Career Institute – Woodland Hills
Excel Technical College – Orange
Helms Technical Training – Torrance
Mt. San Jacinto College – Menifee
Mt. San Jacinto College – San Jacinto
Net 10 Technologies – Rancho Cucamonga
New Horizons – Burbank
New Horizons – Colton

cont'd – Systems Analyst...

New Horizons – Culver City
New Horizons – Santa Ana
Palo Verde College – Blythe
Riverside Community College – Riverside
Software Education of America – Brea
Software Education of America – Riverside
United Education Institute – Ontario
Westech College – Pomona

Traffic, Shipping, and Receiving Clerks

Center for Employment Training – Riverside
Center for Employment Training – Temecula

Vocational and Educational Counselor

California Baptist University – Riverside
Chapman University Academic Center – Palm Desert
College of the Desert – Palm Desert
La Sierra University – Riverside
Mt. San Jacinto College – Menifee
Mt. San Jacinto College – San Jacinto
Palo Verde College – Blythe
Riverside Community College – Moreno Valley
Riverside Community College – Norco
Riverside Community College – Riverside
University of California, Extension – Riverside

Vocational Training Providers

Community College and University Programs

California Baptist University

8432 Magnolia Avenue
Riverside, CA 92504-3297
(909) 343-4212

California Southern Law School

3775 Elizabeth Street
Riverside, CA 92506-2795
(909) 683-6760

Chapman University

Academic Center

Coachella Valley Campus

42-600 Cook Street, Suite 134
Palm Desert, CA 92211
(760) 341-8051

La Sierra University

4700 Pierce Street
Riverside, CA 92525-8247
(909) 785-2000

Mt. San Jacinto College

San Jacinto Campus

1499 North State Street
San Jacinto, CA 92583-2399
(909) 487-MSJC (6752)

Menifee Campus

28237 La Piedra Road
Menifee, CA 92584-8947
(909) 672- MSJC (6752)

Pal Verde College

811 West Chanslorway
Blythe, CA 92225-1118
(760) 922-6168

Riverside Community College City Campus

4800 Magnolia Avenue
Riverside, CA 92506-1299
(909) 222-8000

Riverside Community College

Moreno Valley Campus

16130 Laselle Street
Moreno Valley, CA 92551-2045
(909) 485-6100

Riverside Community College

Norco Campus

2001 Third Street
Norco, CA 91760-2660
(909) 372-7000

University of California

Riverside, Extension

1200 University Avenue
Riverside, CA 92507-4596
(909) 787-4105

Private Training Provider Programs

Advance School of Driving

2209 West Arrow, Route #B
Upland, CA 91768
(909) 981-1178

Advanced Institute of Pest Technology

3808 East La Palma Avenue
Anaheim, CA 92807
(714) 630-5945

Appraisal Training Services, Inc.

3900 Birch Street, Suite 109
Newport Beach, CA 92660
(800) 221-8258

3741 Merced Drive, Suite I

Riverside, CA 92503

(909) 509-0608

2790 Skypark Drive, Suite 104

Torrance, CA 90510

(310) 539-8540

Associated Technical College

1593 East Vista Way, Suite C
Vista, CA 92084

(760) 643-0505

Automotive Dealership Business School

3450 Spring Street, Suite 118
Long Beach, CA 90806

(562) 997-9711

California Institute of Customer Engineering

18006 Sky Park Circle, Suite 110
Irvine, CA 92614

(909) 947-1896

California Paramedical and Technical College

4550 La Sierra Avenue
Riverside, CA 92505

(909) 687-9006

Career Colleges of America

184 West Club Center Dr., Suite K
San Bernardino, CA 92408

(909) 876-0919

Career Moves, Inc.

10248 Indiana Avenue
Riverside, CA 92503

(888) 351-4264

Carter Vocational Schools

11748 Magnolia Avenue, Suite B
Riverside, CA 92503

(909) 359-8171

Vocational Training Providers

cont'd – Private Training Provider Programs

Center for Employment Training – Blythe

9425 East Hobson Way
Blythe, CA 92225
(760) 922-6412

Center for Employment Training – Indio

44-105 Jackson Avenue, Suite 1 A
Indio, CA 92201
(760) 347-4808

Center for Employment Training – Riverside

1099 West La Cadena Drive
Riverside, CA 92501
(909) 680-0238

Center for Employment Training – Temecula

42066 Avenida Alvarado, Suite A
Temecula, CA 923090
(909) 680-0238

Computer Education Institute

1635 Spruce Street
Riverside, CA 92507
(909) 276-1704

Computer Skills Center

73-555 Alessandro Drive, Suite A
Palm Desert, CA 92260
(760) 341-9747

EDNET Career Institute, Inc.

6018 Variel Avenue
Woodland Hills, CA 91367
(818) 702-5-8050

Educational Options Center

6401 Lincoln Ave
Riverside, CA 92506
(909) 276-7670

Excel Technical College

2050 West Chapman Avenue,
Suite 108
Orange, CA 92868
(714) 712-4166

Executive Business Institute

1299 Columbia Avenue, Suite E5
Riverside, CA 92507
(909) 784-9600

Federal Paralegal College

P. O. Box 70775
Riverside, CA 92505
(909) 354-5297

Four D Success Academy

1020 East Washington Street
Colton, CA 92324
(909) 783-9331

Health Care Innovations

P. O. Box 1245
Colton, CA 92324
(909) 824-1565

Helms Group/Technical Training

19401 South Vermont Avenue,
Suite J-101
Torrance, CA 90502
(310) 769-1444

Intercoast Colleges

17101 Armstrong, Suite 100
Irvine, CA 92614
(949) 222-0272

Larson Training Centers

2041 West Orangewood Avenue
Orange, CA 92668
(714) 634-1800

MTI College

760 Via Lata, Suite 300
Colton, CA 92324
(909) 424-0123

Net 10 Technologies

9108 Pittsburgh Avenue
Rancho Cucamonga, CA 91730
(909) 980-0235

New Horizons-Burbank

303 North Glenoaks Boulevard,
L 100
Burbank, CA 91502
(818) 238-1234

New Horizons-Colton

1090 East Washington, Suite H
Colton, CA 92324
(909) 426-4900

New Horizons-Culver City

100 Corporate Point, Suite 288
Culver City, CA 90230
(310) 348-1144

New Horizons-Santa Ana

1231 East Dyer Road, Suite 140
Santa Ana, CA 92705
(714) 556-1220

Nova Health Technology

520 North Euclid Avenue
Ontario, CA 91762
(909) 984-5027

Premiere Career College

12901 Ramona Boulevard
Irwindale, CA 91706
(626) 814-2080

Vocational Training Providers

cont'd – Private Training Provider Programs

Skadron College/Conrinthian School

295 East Caroline Street, Suite D
San Bernardino, CA 92408
(909) 783-8810

Software Education of America

4100 Latham Street, Suite A
Riverside, CA 92501
(909) 684-5855

Software Education of America

265 South Randolph Avenue,
Suite 190
Brea, CA 92621
(714) 257-3095

Summit Career College

1250 East Cooley Drive
Colton, CA 92324
(909) 422-8950

United Education Institute

3727 West Sixth Street
Los Angeles, CA 90020
(909) 476-2424

U. S. Colleges of Health and Human Services

5700 Division, Suite 100
Riverside, CA 92506
(800) 960-7364

Westech College

500 West Mission Boulevard
Pomona, CA 91766
(909) 622-6486

Regional Occupational Programs

Riverside County Regional Occupational Program

3939Thirteenth Street
Riverside, CA 92502-0868
(800) 606-4001

ROP– Arlington High – Riverside

29551 Jackson Street
Riverside, CA 92503

ROP– Banning High – Banning

100 West Westward
Banning, CA 92220

ROP– Beaumont High – Beaumont

1591 Cherry Avenue
Beaumont, CA 92223

ROP– Buena Vista High – Corona

300 Buena Vista Avenue
Corona, CA 91720

ROP– Canyon Springs High – Moreno Valley

23100 Cougar Canyon
Moreno Valley, CA 92557

ROP– Cathedral City High – Cathedral City

69250 Dinah Shore
Cathedral City, CA 92234

ROP– Chaparral High – Temecula

27215 Nicolas Road
Temecula, CA 92591

ROP– Coachella Valley High – Coachella

88-800 Airport Boulevard
Thermal, CA 92274

ROP– Corona Regional Medical Center – Corona

900 South Main Street
Corona, CA 91719

ROP– Grindstaff Center I and II – Riverside

9825 County Farm Road
Riverside, CA 92503

ROP– Hamilton High – Anza

57550 Mitchell Road
Anza, CA 92539

ROP– Hemet High – Hemet

41701 East Stetson Ave
Hemet, CA 92544

ROP– Jurupa Valley High – Riverside

10551 Bellegrave Avenue
Mira Loma, CA 91752

ROP– La Sierra High – La Sierra

4145 La Sierra Avenue
Riverside, CA 92505

ROP– March Mountain High – Moreno Valley

24551 Dracaea Avenue
Moreno Valley, CA 92557

ROP– Moreno Valley High – Moreno Valley

23300 Cottonwood
Moreno Valley, CA 92553

ROP– Moreno Valley USD – Moreno Valley

Rainbow Springs Preschool
23990 Eucalyptus
Moreno Valley, CA 92553

Vocational Training Providers

cont'd – Regional Occupational Programs

ROP– Murrieta Valley High – Murrieta

24105 Washington Street
Murrieta, CA 92562

ROP– Norte Vista High – Norte Vista

6585 Crest Street
Riverside, CA 92503

ROP– Ortega High – Lake Elsinore

265 San Jacinto River Road
Lake Elsinore, 92530

ROP– Palm Springs High – Palm Springs

2401 East Baristo Road
Palm Springs, CA 92262

ROP– Palo Verde High – Blythe

667 North Lovekin Boulevard
Blythe, CA 92225

ROP– Perris High – Perris

175 East Nuevo Road
Perris, CA 92571

ROP– Ramona High – Riverside

7675 Magnolia Avenue
Riverside, CA 92504

ROP– Rancho Verde High – Moreno Valley

17750 Lasselle Street
Moreno Valley, CA 92553

ROP– Riverside County Office of Education – Indio

47-336 Oasis Street
Indio, CA 92201

ROP– Rubidoux High – Riverside

4250 Opal Street
Riverside, CA 92509

ROP– San Jacinto High – San Jacinto

500 Idyllwild Drive
San Jacinto, CA 92583

ROP– Santiago High – Corona

1395 Foothill Parkway
Corona, CA 91719

ROP– Temecula Valley High – Temecula

31555 Rancho Vista Road
Temecula, CA 92592

ROP– Temescal Canyon High – Lake Elsinore

288755 El Toro Road
Lake Elsinore, CA 92532

ROP– West Valley High – Hemet

3401 West Harrison Avenue
Hemet, CA 92545



Workforce Development Board

Jamil Dada- Chairman

Tom Suitt - Vice Chairman

Brad Alewine
Don Allard
John Azzaretto
Dan Baxley
Evon Berghamer
Dave Bernal
Dom Betro
Allan Blanchard
Dennis Boyle
Lois Carson

Richard Collins
John Day
Greg Doonan
Robert Doyle
Robert Frost
Don Galleano
Danavon Horn
Mark Howison
Richard Lemire
Robert Little
David Long

Lu Verne Molberg
Kimberly Morris
Tom Powell
Phil Rosentrator
Salvatore Rotella
Diane Stuart
Donna Stone
Janet Thompson
Ron Vervick
Susan Wamsley

The private sector driven Workforce Development Board oversees Workforce Investment Act (WIA) funds and programs in Riverside County. The Board's mission is to improve the quality of the county's workforce, thus strengthening our regional economy to compete in a global environment.

Riverside County Economic Development Agency



Bradley J. Hudson, Executive Director

Robin Zimpfer, Managing Director

Jerry Craig, Workforce Development Administrator

The Riverside County Economic Development Agency administers workforce development programs funded by WIA. These programs increase the employment, retention, and earnings of youth and adults.

Workforce Development Centers of Riverside County

... providing businesses with their greatest resource

Riverside

1151 Spruce Street, Riverside, CA 92507 • (909) 955.3100

Palm Springs

1111 E. Tahquitz Canyon Way, Palm Springs, CA 92262 • (760) 323.7499

Temecula

27447 Enterprise Circle West, Temecula, CA 92590 • (909) 600.6000

Indio

47-110 Calhoun Street, Indio, CA 92201 • (760) 347.0763

Hemet

1025 North State Street, Hemet, CA 92543 • (909) 791.3500

